CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

A. N. WILLIAMS
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

1201

SYMBOLS
DL=Day Letter
NM=Overnight Telegram
LC=Deferred Cable
NLT=Cable Night Letter
Ship Radiogram

(587

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QB58

[illegible] 14 PM 3 43

JNB363 21/23=DAYTONABEACH FLO 14 317P

JAMES A COLSTON=

MALLARD NORMAL SCHOOL MACON GA=

CAN YOU RETURN TO DAYTONABEACH FOR INFORMAL MEETING OF BOARD OF TRUSTEES TUESDAY MORNING DECEMBER FIFTEENTH AT TEN AM WIRE COLLECT BY WESTERNUNION=

MARY MCLEOD BETHUNE.

No [illegible]

AM.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

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WESTERN UNION

(00)..

1201

A. N. WILLIAMS
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. [illegible]
FIRST VICE-PRESIDENT

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JNC177 47 DL=DAYTONABEACH FLO 22 1216P 1942 DEC 22 PM 1 45

JAMES A COLSTON=
:BALLARDS SCHOOL MACON GA=

SORRY YOU CAN NOT COME AS PLANNED. SATURDAY MORNING LATEST OPPORTUNITY TO MEET CONFERENCE SATISFACTORILY. I AM LEAVING FOR WASHINGTON MONDAY. NECESSARY TO SEE YOU. WHAT HAVE YOU HEARD FROM YOUR BOARD. ASK WILHELMINA TO SACRIFICE YOU FOR CHRISTMAS DAY. THIS IS UNFORTUNATE BUT IMPORTANT WIRE ME=

MARY MCLEOD BETHUNE.

6573 Wall
MB 2447 Fld
15 Rec 39

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

General

January 12, 1943.

Memorandum to Rev. D. H. McLean,
Pastor, Stewart Memorial Methodist Church,
Daytona Beach, Florida.

Bethune-Cookman College received from Stewart Memorial Methodist Church, Daytona Beach, Florida, (Rev. D. H. McLean, Pastor) the sum of $22.52 (twenty-two dollars, fifty-two cents) on April 19, 1943. Official Receipt of the College, No. 5766, dated April 19, 1943, was issued for this amount. This receipt has been mislaid and in view of the fact that the College is not permitted to issue duplicate receipts, we make this statement to complete Rev. McLean's record of gifts to Bethune-Cookman.

(Signed) ------------------
James A. Colston, President

Bertha L. Mitchell, Secty-Treas.

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WESTERN UNION

1201

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Ship Radiogram

A. N. WILLIAMS
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

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1943 JAN 22 AM 11 20

JN72 10=WASHINGTON DC 22 1056A

PRES JAMES A COLSTON=
BETHUNE COOKMAN COLLEGE

HAVE SOMEONE MEET MISTER PARKS AT STATION ONE OCLOCK TOMORROW=

MARY MCLEOD BETHUNE.

I had Mr. Natteal to Meet Mr. Parks. He is staying in the guest room - Curtis Hall. I informed Dean Bond of his expected visit on the campus. Mr. Campbell and Mr. Parks had met before, so I asked Mr. Campbell to take him around the campus. Eloise Thompson

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

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WESTERN UNION

1201

(42

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A. N. WILLIAMS
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

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JNB66 14=WASHINGTON DC 31 1008A

1943 JAN 31 AM 11 49

PRES JAMES A COLSTON=
=BETHUNE COOKMAN COLLEGE

YOU DID A GRAND JOB THIS MORNING I AM PROUD OF YOU GO FORWARD=

MARY MCLEOD BETHUNE.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

Ack, Bd

721 No. Ridgewood Avenue
Daytona Beach, Florida

May 13, 1943

Pres. James A. Colston
Bethune-Cookman College

Dear President Colston:

I knew I should forget part of my errand.

Mrs. Ranslow wanted me to ask you to have an inventory made of all finished articles in the Home Ec. sales room and of materials in the crafts cabin - if possible before Mrs. Bond's return to the campus. She also wants you to know that a loom given to the department by Mrs. Merrill about two years ago is, at present, in Mrs. Bond's home and should be returned to the school at once.

Yours very truly,

Gertrude W. Fi Landon

Bethune-Cookman College
Daytona Beach, Florida

JAMES A. COLSTON, PRESIDENT
ATTY. THOMAS T. COBB, CHAIRMAN, EXECUTIVE COMMITTEE OF THE TRUSTEE BOARD
BERTHA L. MITCHELL, SECRETARY-TREASURER

MARY McLEOD BETHUNE
President-Emeritus

May 26, 1943

Faculty

My dear Mrs. Mitchell,

Thank you for your full letter and for keeping me posted on the developments at Bethune-Cookman College.

As you have, I also anticipate difficulties so we must do all we can to overcome them. I wrote Mr. Anderson of the Associated Press today. In the event that this story had been sent to other papers for publication, I sent the following papers the following night letter: Chicago Defender, Pittsburgh Courier, Afro-American Amsterdam News and the Atlanta Daily World -

> "If any statement concerning the Bethune-Cookman Faculty has been released to you for publication consider it unofficial. Do not publish anything unless varified by me - Can be reached at Ballard School, Macon, Georgia.(s)James A. Colston"

I tried to reach Mr. Saxon this morning but was informed that he was away from the farm for today. He will either call me tonight or tomorrow morning--whenever he returns to the farm.

I agree with you that we must put forth every possible effort to divert a a drop in enrollment that might lead to a consequence lost of prestige for the school. Although I didn't expect it, I am not a bit surprised that President Lee would offer Dean Bond work during the summer session. This is just another matter of professional ethics that I hope some day we can work out with the various institutions. If it is at all possible to get Saxon to do the work for us, I will do it. If we fail in our attempt to get him, I do not know another person who could be of much assistance--so let us be optimistic and assume that everything will work out all right. Most likely I shall call you concerning my conversation with Mr. Saxon and any other plans that might come to me during the night.

If Miss Dallas has not sent in her letter accepting the offer made her early in May, please check with her as to her intentions and notify me. Keep up the good spirit and feel free to handle any situation that might come up.

The work at Ballard is shapping up nicely for Commencement.

Sincerely yours,

James A. Colston

James A. Colston.

JAC-T

Memo

PROMOTION TRIP TO TALLAHASSEE

Lv. Daytona, Monday evening, December 6, 1943 -- 5:51 P. M.
Miss Ford was kind enough to take me to thestation.

Arr. Jacksonville, - 7:55 P. M.
Lv. Jacksonville - 10:15 or 10:20 P. M.
Arr. Tallahassee -- 4:00 A. M.

Arr. Florida A. and M. College 4:45 A. M.

11:45 A. M. Tuesday, December 7, 1943 - Conference with Dr. Lee
Expressed thanks for being considered a guest of the College.

1:30 P. M. Arrive at Trinity Church

2:50 P. M. Called for talk at Trinity by D. S. Pendergrass

3:10 Finished.

Remained to hear Dr. Spivy - President of Southern College, Lakeland.

OUTLINE OF TALK:

I. The Story of the rise of the Institution
    The Founder
    Faith Hall
II. Growth of the Institution
    Land, buildings, students, merger, program

III. Mottoes and the spirit which pervades the program of training.

IV. Our New President
    a. His desire to embrace the heritage in terms of the needs of the students and of the situations where they must go to serve.
    b. The projection of the program into the Community.
    c. Strengthening the Teacher Training program and the offering of the B. S. degree in Education.
V. Bethune-Cookman is your school and mine.
    Methodist from the beginning have preffered education to my people through the early Freedmen's Aid Society, the Missionary Societies and now the present Board of Education.
    a. We want you to work with us and be interested in us and learn about our work.
    b. We need your interest as well as your gifts.

VI. President Colston has built his administration upon Christian ideals to create upon the campus a Christian atmosphere in which to train Christian leadership through the cooperation of a Christian staff of workers.
    All this is of interest to citizens in Methodism; and not only in Methodism but in the world because we are working to bring to reality the World Community of which you and I are a part. Bethune-Cookman College in undertaking its share of this responsibility here in Florida and we would have you join with us and undergirt us with your prayers, your interests and your gifts.

(Gave out circulars which they received with appreciations.)

O.K.
R&B. Full time
work
memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida
1-4 1944

INTER-OFFICE COMMUNICATION

To: Mrs. Mitchell and Mrs. Colston

From: Mary McLeod Bethune

I am referring Charlie Lee Merritt to you. He is one of the boys who plans to take a trade. He has not finished high School. You will recall my talking with you about boys who wish to take a trade only.

When you assign him to his duties, where he will work for his room & board, please keep in mind that he is also an excellent basket ball player and I hope that he will be an asset to our team.

Thanks
M.M.B.

$10.00

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

1-4- 1944

INTER-OFFICE COMMUNICATION

To: Mrs. Calston and Mr. Mitchell

From: Mrs Saxon

I am referring Sara Lee Brooks to you. She is the person who ~~attended~~ Fla. Normal the first part of the term. Mr. Calston said that some type of make up program could be arranged to make up her back work, if she could not get credits from Fla. Normal or if she was in the Education Division. Please make adjustments to meet her needs. Sara sings well. She was a member of Fla. Normal's special group and formerly a member of the Washington Park High School group that appeared here last Fall. I understand that she had a scholarship or worked part-time at Fla. Normal. I suggest you talk with her and find out just what she has or intend to do.

Mrs S.

OK
$10.00
memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

1-4-1944

INTER-OFFICE COMMUNICATION

To: Pres. Colston and Mrs. Mitchell

From: M. M. Bethune

I am referring with the Bringier to you. He is the young man whom we talked about taking the part-time work of the Hi-Y Club at the Campbell Street High School. He sings well and is also the person whom I had in mind to help in the dining Room or the Cabin.

Bringier will have to go back home over this week end to attend some business that was started before I saw him. Please arrange this so that he may return to the College Monday or Tuesday of next week. He plans to enter as a regular College student with the NYA taking care of his monthly room and board. I don't think he has other money, but I am

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

______________1944

INTER-OFFICE COMMUNICATION

To: ______________________________

From: ______________________________

sure that he will be an asset to the student body and to the singers.

Thanks
Mrs B.

January 4, 1944

Mr. L. J. Field
Field & Wright Company
100-108 Main Street
Jamestown, New York

Dear Mr. Field:

May we express our sincere gratitude for your continued interest and confidence in our work and thank you for your contribution of ten dollars in support of it. Official receipt is enclosed.

Although it becomes increasingly more difficult to provide this much needed program of Christian education for our young people, we are encouraged by the generous response of friends like you who know the type of work that Mrs. Bethune has given forty years of her life to build up and understand what it takes to support such a program.

Please be assured of our sincere appreciation for your interest and may we urge that you continue in the future, as in the past, thoughtful of and prayerful for us.

Sincerely yours,

James A. Colston

JAC/h
Enc - receipt

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WESTERN UNION

1201

A. N. WILLIAMS
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

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JN239 NL COLLECT=JACKSONVILLE FLO 7

1944 JAN 7 PM 5 25

PRESIDENT JAMES A COLSTON=
BETHUNE COOKMAN COLLEGE

=CONTACT ELBERT V THOMAS 616 WEST 8TH ST JACKSONVILLE FLORIDA GRADUATE FLORIDA A AND F COLLEGE, FORMER INSTRUCTOR IN ACCOUNTING STANTON HIGH SCHOOL, AT PRESENT EMPLOYED IN MANAGERIAL OFFICE AT BLODGETT HOMES PRESENT SALARY AROUND $1800.00 ANNUALLY=

=N B COPPAGE,

498

ack

P 9269 [illegible]

.616 8 A F $1800.00.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

Faculty

Enroute

Dear Mrs. Mitchell,

I am sending Mr. Elbert V. Thomas, Blodgett Homes Housing Project a note stating that I shall not be at the college Saturday or Sunday but that you would confer with him concerning the requirements of the position and all details connected with it.

There is a telegram in my folder giving some information about him. Attorney Perkins thinks well of him. He states that he is steady in his habits, is married and his wife teaches at Stanton.

Size him up. I will communicate with him when I return.

J.A.G.

ELEANOR ROOSEVELT
Honorary Chairman

WILL W. ALEXANDER
Treasurer

MARY McLEOD BETHUNE
President

BETHUNE COOKMAN COLLEGE CONTINUATION FUND
Office: 1812 Ninth Street N. W.
WASHINGTON, D. C.

FRANK H. WEST
Director

Faculty

180 W. 135th St.
New York, N.Y.
January 16, 1944

Dear Mrs. Mitchell,

I found Mrs. Bethune resting quite well after a period of complete rest since her arrival in Washington. Arabella did not intend to give the impression that she was ill, but just in bed as the doctor had ordered.

Since arrival here last night, I have had some favorable contacts. Mrs. Helen B. Warner will mail check immediately. She promises the same as the last amount given with apologies for her inability to increase. She seems good (for) as a continuous donor. Mesdames A. L. Wilson and H. W. Annan will mail checks. Rev. John H. Holmes has just recently sent one.

I go out for a full day tomorrow with the Foundations, Mrs. Pfeiffer at 10:30 and as many others as time will allow. Will dine with Miss Rachel Carothers tomorrow at six. Do you think there could possibly be more in the contact than a good meal and a friendly chat. Mrs. Bethune knows her as a great talker.

Will work here Monday and Tuesday and return to Washington Tuesday night for a day of activity there. Most likely I shall leave Washington for Bradenton Wednesday evening.

Sincerely
Jas. A. Colston

January 28, 1944

Mr. and Mrs. E. C. Carter
331 East 71st Street
New York, New York

Dear Friends:

May we express our sincere appreciation for your continued interest and confidence in Bethune-Cookman College and thank you for your generous check in the amount of twenty-five dollars. Official receipt is enclosed.

We wish to give you full assurance that friendship and confidence such as yours, which have been given to the College for so many years, make it possible for Bethune-Cookman to render a real service to its students and to the community.

Our efforts are now being directed to building upon the great work of this Institution, which stands as a monument to the faith, vision and tireless labors of Mrs. Bethune and to those who have believed in her vision. It is our plan to continue the work of Bethune-Cookman College in such a manner as to have it merit the confidense, prayers and support of good friends like you.

Mrs. Bethune will be so grateful for your gift and for your continued support - as we are grateful. We shall hope that you continue thoughtful of and prayerful for us.

Sincerely yours,

James A. Colston

JAC/h
Enc - receipt

~~Athletics~~

BETHUNE-COOKMAN COLLEGE
Mary McLeod Bethune, President Emeritus
DAYTONA BEACH, FLORIDA

JAMES A. COLSTON, President
ATTY. THOMAS T. COBB, Chairman
Executive Committee of the Trustee Board
BERTHA L. MITCHELL, Secretary-Treasurer

January 31, 1944

Memo folder

Bethune-Cookman College will be happy to entertain the STATE BASKETBALL TOURNAMENT, to be held in March, 1944, at the following rates:

1 - ROOM and BOARD at the College, from FRIDAY NOON to SATURDAY EVENING, 11 o'clock - - consisting of five meals (Two on Friday and Three on Saturday) and one night's lodging, (Friday night), at $8.00 (Eight Dollars) PER TEAM.

2.- It is understood that each team will consist of ten players, one coach and one other official, a total of twelve persons.

3 - No deduction will be made for any team having less than ten persons or less than the number allowed. The College will not be in position to take care of persons exceeding the allowed number, without additional charge. A nominal extra charge per person will be made over the given number of 12 persons.

4 - Special arrangements should be made for teams desiring to remain on the campus Saturday night. The price as quoted will comer lodging for One night only, in addition to the five meals.

Faculty
memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

February 3, 1944

INTER-OFFICE COMMUNICATION

To: Mrs. Mitchell

From: James A. Colston, President

I am listing items submitted by students with the suggestion that we arrange to correct them as soon as possible. The items listed below refer to your department and I have disdiscussed them with you.

OK 1 - Receiving telephone calls
Remedy - Freedom to receive them in privacy (Transfer of telephone)

2 - No music in cabin
Remedy - We suggest that a piccolo be placed there.
OK

V. Moffatt

James A. Colston

memo

Bethune-Cookman College
Daytona Beach, Florida
February 5, 1944

MEMO to President James A. Colston
Mrs. Bertha L. Mitchell
Mr. William H. Hale

Mr. J. Q. Stokes has taken some courses from the Lucas School of Business Administration, headed by Mr. H. V. Lucas, and wishes to validate them by taking examinations and having them placed on a Bethune-Cookman College transcript.

We have decided that Mr. Stokes is to pay the proper fees for each course and then take the examinations.

Will you kindly work out a satisfactory tuition and other fees for Mr. Stokes? I am asking Mr. Lucas to forward you a statement of the courses examinations are requested in, and I am asking President Colston and Mr. Hale to notify the proper teachers in whose areas these examinations fall in order that they may administer these tests.

Mr. Stokes may be notified of the facts and details, date of examinations etc. at 752 Madison Street, Daytona Beach, Florida

Edward K. Weaver,
Dean.

Faculty

February 14, 1944.

Dear Mr. Colston,

Thank you very much for your cooperation in making it possible for Mrs. Thompson to spend a half-day in the main office until we are able to get competent and sufficient clerical help in the Dean-Registrar's office. With her help and her assistance in directing the work, we will, I am sure, re-establish the promotion and general work on its former high standard.

Without doubt more than the full time job will be required of Mrs. Thompson in her duties in the two offices. I am requesting, therefore, that you approve additional compensation for her, in the amount of $15.00 (fifteen dollars) per month, effective February 15, 1944. This amount may come from the budget figure set up for "office secretary."

Thank you, again.

Very truly yours,

Bertha L. Mitchell.

Faculty

February 15, 1944

Mrs. Eloise Thompson
Local

Dear Mrs. Thompson:

I wish to thank you for the splendid manner in which you cooperated to make adjustments for the further prosecution of the total program at Bethune-Cookman.

Without a doubt, there will be increased duties placed upon you in your joint responsibility to the Registrar's office and the Promotion office. Therefore, upon recommendation of Mrs. Mitchell, I am approving a fifteen dollar increase in your monthly salary, effective February 15th.

With sincere appreciation for the effective services you have rendered and the splendid spirit in which you have gone about your work, I remain

Sincerely yours,

James A. Colston

JAC:h
cc - Mrs. Bertha Mitchell
Local

February 17, 1944

COPY

President James A. Colston
Bethune-Cookman College
Daytona Beach, Florida

My dear President Colston:

Thank you for your letter of February 15.

I consider it a privilege to be a part of this great Institution, and a quickening challenge to my ambition to do things. I appreciate this privilege and this challenge, and I greatly appreciate the opportunity I have to serve. I know of no other place that would give me as much experience and contact as Bethune-Cookman College. My interest in the total program of this Institution and my deep appreciation for what Mrs. Bethune has made possible for all of us cannot be expressed in words. Therefore, I shall strive hard to express it in my services by trying to do my best at all times. I pledge anew my whole-hearted support to do the work that has been assigned me and to give my fullest cooperation in the growth and development of the entire program of Bethune-Cookman College.

I am grateful to Mrs. Mitchell for the recommendation and to you for the approval of the financial consideration. That, too, is encouraging.

Sincerely yours,

Eloise Thompson.

cc Mrs. Mitchell.

February 17, 1944

Mr. and Mrs. E. C. Carter
331 East 71st Street
New York, New York

Dear Friends:

We are enclosing your receipt which we failed to include in our letter to you as of January 28, 1944.

May we again express our sincere gratitude for your most generous contribution.

Sincerely yours,

James A. Colston

JAC/h
Enc-1

March 8, 1944

Mrs. Richard Friend
Rio Vista
Holly Hill, Florida

Dear Mrs. Friend:

I am grateful for the privilege to send you this note, telling you something of our work and how necessary you are to its success. My experiences here this year have given me clear insight into the needs and possibilities of our College. It is a great responsibility to assume the position as president of a small, private college in normal times. The responsibility is more tremendous in times of uncertainty, as we are experiencing now. It requires the cooperation and support of each of the Trustee and Advisory Board members and friends. With the co-operative spirit you have manifested in connection with our work, we have come through this year with reasonable success.

You have helped to make this year pleasant, stimulating and challenging. The next year will require more of us, and I have confidence that we can depend upon you to do your part. Some very necessary planning for next year will be done at our Annual meeting of the Board of Trustees on March 28th, at 10:00 A. M. Please place this date on your calendar as a MUST, so that you may be here to help [illegible] definite decisions and outline programs with reference [illegible] the following matters, and possibly others:

1 - Financial stability for the College,
2 - Housing for the teachers,
3 - Reorganization and revitalization of academic program
    and standardization of the four-year Teacher-Education
    Department,
4 - The College's effort to more effectively serve its
    clientele in both the war and post-war periods,
5 - Report of the Survey and its implications (Survey
    authorized by Board of Education - The Methodist Church)
6 - The United College Drive.

Your presence at this significant occasion will bring much encouragement as well as vital aid in formulating some very necessary "next steps."

Sincerely yours,

James A. Colston

JAC-h

My dear Mr. Colston,

Pursuant to my promise, and in response to your wire, I am sending the proposed Budget.

With the thought that Mr. Haywood would need a little more detail for—first, his comprehension of our form, and second, for his most efficient control—I have re-worked it and tried to show where and how I arrived at the figures entered. It should be re-added—by machine (the third column) and any addition errors absorbed in accounts not so vital to the business program.

How are you? Do you feel hopeful for a good year?

Marcia is delightfully located here in her grandparents' lives and love, and in school. I am not quite so busy as I was in Florida - but I dare not dwell too long in my thinking that in September I shall not be in Bethune Cookman.

Eloise should type the Budget and Fanny check it - or vice-versa - after it is revised - addition checked, and approved. I should like a copy - also copy of the 1944 Audit and copies of each monthly report. If I am to advise, I have to know what is happening.

My love to all of you. I hope Eloise is better, physically. I'm so concerned about her.

Please write often. I'm interested to hear about the repairs and every possible detail of the progress toward standardization.

Work on the Junior Hi angle. Bethune - Cookman will go forward despite everything but

I am rather lost without Ben.

With best wishes,

Most sincerely yours-

Bertha Smitchell

August 30, 1944

426 State Street
Bowling Green, Ky
(Tel- 932)

September 4, 1944

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

Dear Mrs. Mitchell:

The Budget arrived just in time for me to scan through it and present some statements concerning it to the Executive Committee. If it can be done, we feel that the school will have made a forward step in making itself financially secure. The members of the Executive Committee were highly pleased over the fact that we were thinking in term of sources of income other than contributions.

We are going all-out to get the 225 students. Mr. Haywood feels very optimistic about the business enterprises.

Did you carry with you the last letter from Mr. Loughlin? If so, have you written to him to clear up the matter of the Endowment? Mr. Derby would like to know what has been done about this as soon as possible. He plans to present me with three more copies of the Audited Report in the next few days, and I shall be pleased to forward you a copy. We will keep you informed through the monthly reports and letters from time to time. The outlook for the next year seems favorable. We can tell you more definitely after September 17.

The question came up in the Executive Committee meeting as to when Endowment money sent to the Board of Education actually begins to yield ~~as~~ after it is received by the Board. Have we had any kind of statement from Mr. Loughlin to this effect? Let me further explain what we mean by asking if money received by the Board of Education is immediately invested or is it invested after thirty days or sixty days etc.

You will recall that in the July 26 Executive Committee meeting you were requested to write to the Registrar of Wills, Philadelphia, for a copy of the Will of the late Mr. Dickerson. What progress have you made on that?

The members of the Executive Committee were of the opinion that it was agreed to hold the Raub Mortgage locally, which would include the unpaid balance as well a any principal received for investment. They questioned our having sent the $1,000.00 to the Board of Education for investment. What was your understanding with reference to it?

Although Eloise is not as well as we think she should be, we are trying to keep a close check to make sure that her health is guarded.

We are glad to know that Marcia is enjoying her school work and that you are getting some much needed rest. We miss you here at the college and I can appreciate the feeling you will have in not being here when school opens--the first time in nineteen years.

Ben seems to be enjoying his meals in the Cabin. The next letter will deal with special items with reference to repairs, faculty and the school program in general.

Give my regards to your Father and Mother, I am

Sincerely yours,

James A. Colston,

JAC-T

September 6, 1944.
426 State St.
Bowling Green, Ky

Dear Mr. Colston,

Thank you for your fine letter of September 4. I am glad to know the original draft of the proposed Budget arrived in time for the meeting. All in all, it is a wholesome sign that you propose ways and means of financing other than through the avenue of contributions. When this material uncertainty is removed, Bethune-Cookman will really go forward.

I have Mr. Laughlin's letter and suggested reply, which I am enclosing. I fully intended to leave this with Eloise, but missed it in the rush of getting away.

I gather, from your statement, that you already have a copy of the Audit. If you have more than one now, I should like to have it for study and subsequent instructions to Mrs. Purcell. Any adjusting entries should be made in the August report. If your file copies are limited, I can immediately return the copy you send me, within a few days of its receipt.

(The Board of Education has) made no statement regarding the time investments are made. Obviously they hold the cash until a good investment presents itself. I am sure, however, that this is done as quickly as possible for the purpose of the trust is to invest the fund of the school to the school's greatest income advantage.

(The letter was sent to the Registrar of Wills, Philadelphia, in early August. If no reply has come, have Eloise to send a follow-up note. Copy of this letter should be in the August unclassified filing, unless I) inadvertently placed it in the folders containing copies of Mrs. Bethune's dictated letters

It was agreed that *all* local endowment funds, as they were received in cash or transformed into cash, be sent to the Board of Education for investment. Any change of this policy should be governed by resolution of the Executive Committee. Now that Mrs. Prettyman is so interested, they may wish to administer some of the funds themselves. The last photostatic copy of the statement of funds from the Harris Trust and Savings Bank - as well as Mr. Loughlin's statement - showed a nice cash balance awaiting investment. It was Atty. Cobb's feeling, however, that the Board of Education could handle the entire endowment infinitely better than the *local* Board. You know we transmitted all of the cash paid by the Miers, to close out the Holly Hill mortgage, to Chicago. At the time of the transfer of the local funds, the Executive committee lacked the strength and interest it now has. If they are now interested enough to administer these funds - I know it would give the College added local prestige. Mr. O'Rourke is excellent in these matters.

Marcia continues enthusiastic over school. I continue busy all day but get eight hours sleep at night - for the first time in many years. Sonny and Dad are sweet to us. Dad is not well, but still our great inspiration.

Best wishes for a fine opening and a "right" year.

Sincerely -

Bertha S. Mitchell

September 14, 1944

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

Dear Mrs. Mitchell:

We are glad to hear you say that you are relaxing to the extent that you can sleep eight hours at night.

We look forward to a very good school term. The boarding freshman enrollment has already passed the hundred mark on the first day. It became necessary for us to partition off the second floor in Cookman Hall for girls. We anticipate that that amount of added space will not satisfactorily meet our needs. This means that we must begin working now for a new girls' dormitory.

Thank you very much for the very informative letter. I have written to Mr. Laughlin as you suggested. As yet, we have not heard from the Registrar of Wills. We have searched through the August filing but were not able to locate the copy of your letter. Mrs. Bethune has returned to Washington and all of her material is locked up in her file. If I do not hear from them in the next few days, I shall write them directly from the college.

The repairs program is getting along nicely. We will have to do some extra rooms on the third floor in Cookman Hall in order to accommodate the boys. The Afro came through with $515.50 for the painting and blinds.

We finally completed the faculty by getting a nurse a few days ago. The group seems to be energetic, enthusiastic and anxious to go to work.

Under separate cover, I am mailing you a copy of the REPORT OF AUDIT.

We will make the necessary correction in the Endowment Fund when we receive more information from the Board of Education.

Bill and Jean Alliece send their best regards.

Sincerely yours,

JAC-g

James A. Colston.

426 State Street
Bowling Green, Kentucky
September 25, 1944

My dear Mr. Colton,

Thank you for your last fine, informing letter, and for the copy of the annual audit report.

I read this report carefully - many times - even checked it with our own June 30's report to ascertain the difference in reporting certain items. Generally, I feel that we should both be very grateful for this encouraging culmination to a very difficult year. The current year presents a more normal situation for you and I am confident that it will be a satisfactory, successful one. I sincerely hope that Mr. Haywood and his staff will follow, religiously, the plan of Mr. Darling's reporting and I hope you will have him check the books every quarter, in order that we may have the advantage of his recommendations and instructions.

Congratulations on the fine enrollment! Truly, you must feel encouraged. How many boys are there? Are you able to promote the planned athletic program?

Congratulations also on the lovely program for the fortieth anniversary celebration. Does this have any attachment of funds coming from Church contributions or Alumni?

The note is due the Afro-American Pension Bureau in October. This note (copy) should be in the small drawer in the safe. I'm sure they will accept renewal of one-half of the principal and payment for sixty days, if it is not convenient for you to retire the entire amount. Have Eloise send me the renewal note in time for signature, if this becomes necessary.

How is Mrs. Dyett getting along as Director of Women? Who is serving as Matron of Julia Hall? Does Mrs. Dyett live in the building?

My Dad is seriously ill, and for the past ten days we have had three physicians to attend him. He shows no improvement yet, altho a professional nurse [illegible] daily, [illegible] and I are doing everything possible for him. My time is divided between housekeeping and nursing. Please pray with us that he will recover. You don't know him, but he is such a great person.

I had a beautiful letter from Mrs. Bethune today. She seemed to be in good health and spirits.

My love to Russ, dear little Jean Allison and your two splendid secretaries.

[illegible] continued happy [illegible] and [illegible]

September 30, 1944

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

Dear Mrs. Mitchell:

I am enclosing a note for $1500 to the order of the Afro-American Life Insurance Company. We are paying $1500 on the note and will retire the balance at the end of the month, when we receive money from the United Negro College Fund. Please sign this note and return it to us immediately.

A more detailed letter will be forthcoming the latter part of the week. However, you will be interested to know that the enrollment now is 248--241 regular college and the other 7 vocational. Forty-one of these students are boys. A football team seems possible. We have bought some new equipment and are making plans for the first game, October 14. A copy of the 40th Anniversary program will be mailed to you in a few days. I can bet you will be surprised at the first glimpse of it.

A note came from Mrs. A. F. Wilson requesting that the comforter be covered and delivered to her by November 1. Mrs. Thompson knows something about it but not quite enough. Please give her the facts about it by return mail, as it will be necessary for me to leave the College Monday at 5:51 in order to attend the meeting of the United Negro College Fund in Atlanta.

In checking through the purchase orders, we have not been able to find a copy of the order that was to have been sent to the Baker and Taylor Company, covering the gift made possible through the General Education Board. Please let us know immediately whether or not you placed the order.

We have 214 students in the boarding department.

With best wishes, I am

Sincerely yours,

James A. Colston.

JAC-T

October 10, 1944

Mr. Leonard J. Fiel[illegible]
Field and Wright Company
Jamestown, New York

Dear Mr. Fields:

I have just returned from a meeting of the Board of Directors of the United Negro College Fund. You are acquainted with its program and the fact that Bethune-Cookman College is a member.

The drive was reasonably successful, although the anticipated goal was not reached. Plans for its continuation and development were outlined in the recent meeting. The group decided that ultimately they would think in terms of having the colleges concentrate their total money raising efforts on the United College Fund, and that the matter of individual solicitation of donors for current maintenance be discontinued. Agreement to this plan was arrived at with the hope that by 1946 it will be completely operative. It is our opinion that successful operation of the Unived Negro College Fund will be a lifesaver to the participating colleges, and we hope that you will think in terms of studying its program and contributing to it.

Since the drive will not be conducted until April or May and because some of the institutions depend largely upon contributions for maintenance purposes, the colleges were given the month of October to solicit their donors with the provision that all funds received during this month will go directly to the school. Money coming in after October will be reported to the United College Fund and deducted from the institution's share of the proceeds from the drive, although the institution will have use of whatever funds come in from November 1, 1944 until the close of the drive.

This letter comes to acquaint you with these facts and urge that you help Bethune-Cookman College out of a dilemma in which she will find herself--having to wait until November, 1946 when funds from the United Negro College Fund will be distributed--by sending to us this month, if possible, the contribution you will make specifically to Bethune-Cookman this school year.

The school opened with the largest enrollment in its history. Effort is being made to make all the business enterprises as productive as possible. The outlook in general seems favorable. May we look forward to hearing from you at the earliest possible moment?

With kindest best wishes, I am

Sincerely yours,

James A. Colston.

JAC-T

October 11, 1944

Mr. and Mrs. E. C. Carter
331 East 71st Street
New York City

Dear Mr. and Mrs. Carter:

I have just returned from a meeting of the Board of Directors of the United Negro College Fund. You are acquainted with its program and the fact that Bethune-Cookman College is a member.

The drive was reasonably successful, although the anticipated goal was not reached. Plans for its continuation and development were outlined in the recent meeting. The group decided that ultimately they would think in terms of having the colleges concentrate their total money raising efforts on the United Negro College Fund, and that the matter of individual solicitation of donors for current maintenance be discontinued. Agreement to this plan was arrived at with the hope that by 1946 it will be completely operative. It is our opinion that successful operation of the United Negro College Fund will be a life-saver to the participating colleges, and we hope that you will think in terms of studying its program and contributing to it.

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The school opened with the largest college enrollment in its history. Effort is being made to make all the business enterprises as productive as possible. The outlook in general seems favorable. May we look forward to hearing from you at the earliest possible moment?

With kindest best wishes, I am

Sincerely yours,

James A. Colston.

JAC:T

October 11, 1944

Mrs. Ed Brewer Eddy
82 Kirkstall Road
Newtonville, Massachusetts

Dear Mrs. Eddy:

I have just returned from a meeting of the Board of Directors of the United Negro College Fund. You are acquainted with its program and the fact that Bethune-Cookman College is a member.

The drive was reasonably successful, although the anticipated goal was not reached. Plans for its continuation and development were outlined in the recent meeting. The group decided that ultimately they would think in terms of having the colleges concentrate their total money raising efforts on the United College Fund, and that the matter of individual solicitation of donors for current maintenance be discontinued. Agreement to this plan was arrived at with the hope that by 1946 it will be completely operative. It is our opinion that successful operation of the United Negro College Fund will be a life-saver to the participating colleges, and we hope that you will think in terms of studying its program and contributing to it.

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The school opened with the largest enrollment in its history. Effort is being made to make all the business enterprises as productive as possible. The outlook in general seems favorable. May we look forward to hearing from you at the earliest possible moment?

With kindest best wishes, I am

Sincerely yours,

JAC-T

James A. Colston.

426 State Street,
Bowling Green, Kentucky.

October 14, 1944.

My dear Mr. Colston,

Everyone was so kind to us during the time of Dad's illness and passing. I was and am especially grateful to my loyal friends and co-workers in Daytona Beach for their many expressions of sympathy and the lovely, lovely flowers.

I am, of course, serving as Administratrix of my Father's estate and generally trying to be the man of the family. Ben's being here just after he passed and his constant counsel are so valuable to us. Although I shall have a lot of paper work and business to settle, I shall as usual, have time to pursue my usual interests where Bethune-Cookman is concerned, and I hope you will continue to keep me informed and call upon me whenever you need me. My plan to come to Daytona Beach every sixty days will have to be abandoned, of course, because I must be here approximately all of the time.

I can never thank you and Wilhelmina enough for the lovely letter you sent to me.

Please write me, when you can, about Bethune-Cookman.

Sincerely,

Bertha L. Mitchell

President James A. Colston,
Bethune-Cookman College,
Daytona Beach, Florida.

426 State Street,
Bowling Green, Kentucky.

October 16, 1944.

My dear Mr. Colston,

Thank you for your letter of October 13. I hasten to return the copy of the Report of Audit, for I know you have occasion to refer to it often. I did study it carefully and wrote you some comments on it. In some places I have made pencilled notes and will not take the time to erase them. Eloise will clean them off for me, I am sure.

You are right - there is no need to quarrel about my picture in the Founder's Day program. The fact of the matter is, I feel so honored over the generous recognition that you gave to me. The program is lovely and I know you must have taken a justifiable pride in the entire occasion.

I planned to spend a few days in Daytona Beach in late October but the recent family bereavement and subsequent need for my services here make it impossible. I shall appreciate it, therefore, if you will write me concerning the College Drive meeting, the general financial prospects and status.

Again, I wish to thank you and the College for your unfailing kindness to me.

Sincerely,

Bertha L. Mitchell

President James A. Colston,
Bethune-Cookman College,
Daytona Beach, Florida.

1 enclosure

THE NATIONAL COUNCIL OF NEGRO WOMEN, Inc.
(Affiliated with the National Council of Women of the United States, Inc.)

1318 Vermont Avenue, Northwest
Washington 5, D.C.
Telephone: Dupont 2483

MARY McLEOD BETHUNE
Founder and President

First Vice-President
VIVIAN CARTER MASON

Second Vice-President
ALMA ILLERY

Third Vice-President
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Fourth Vice-President
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Executive Secretary

Editor-in-Chief of the Journal
SUE BAILEY THURMAN

Circulation Manager
HARRIET CURTIS HALL

October 20, 1944

President James A Colston
Bethune-Cookman College
Daytona Beach, Florida

My dear President Colston:

I have noted all that has been said about the United College Fund and the extension given to Bethune-Cookman. I hope by next year we will have the accreditation.

I shall do all I can to help secure money the balance of the month. I shall re-enforce a request from our large donors from my desk here.

I just cannot get over Mrs. Ranslow's death. I do not know who will ever take her place. I am anxious to know how the funds are coming in from the appeals sent out from the office.

Enclosed find check for $25.00 from Hazel Scott of White Plains, New York.

Sincerely yours,

Mary McLeod Bethune
Mary McLeod Bethune

Official Organ: "THE AFRAMERICAN WOMAN'S JOURNAL"
(A Quarterly Journal)

AFFILIATED ORGANIZATIONS and METROPOLITAN COUNCILS

Alpha Kappa Alpha Sorority
Achievement Clubs
Beauty Culturist League
Delta Sigma Theta Sorority
Iota Phi Lambda Sorority
Lambda Kappa Mu Sorority
National Association of Colored Graduate Nurses
National Democratic Women's Association
Phi Delta Kappa Sorority
Republican National Association of Women
Sigma Gamma Rho Sorority
Women's Division of the IBPOEW
(Daughters of the International Order of Elks)
Women's Parent Mite Missionary Society, A.M.E. Church
Zeta Phi Beta Sorority
National Jeanes Association
Woman's Home and Foreign Missionary Society, A.M.E.Z. Church
Woman's Auxiliary to the National Medical Association
Atlanta Metropolitan Council
Chicago Metropolitan Council
Kansas City Metropolitan Council
New York Metropolitan Council
Richmond Metropolitan Council
Pittsburgh Metropolitan Council
New Jersey Metropolitan Council
Cincinnati Metropolitan Council
Los Angeles Metropolitan Council
Washington Metropolitan Council
St. Louis Metropolitan Council
Detroit Metropolitan Council

October 23, 1944

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

Dear Mrs. Mitchell:

We can appreciate the fact that there are so many matters in connection with your family affairs that you will not be able to come to Daytona Beach in October. We shall look forward, however, to your coming as soon as it is possible.

The United College Fund Drive was approximately fifty percent successful. At the last meeting it was announced that the total expected would be about $722,000.00. We were all encouraged with the results and decided that the drive would be continued for future years. Fortunately for us, we were able to get the time for our participation extended until December, 1945 rather than December, 1944. This will give us a greater chance to get the school approved by the Southern Association. In the meantime, we are working on it very hard. The Southern Association Committee will visit the College in November.

We have just closed a successful Faculty Institute with Dr. Snyder and Mr. Robinson serving as Consultants. They are unusually pleased with the progress we have made.

Love to the family.

Sincerely yours,

James A. Colston.

JAC-T

November 4, 1944

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

Dear Mrs. Mitchell:

The "New Farmerettes of America" held a very successful meeting at the college last week. As you can imagine, Mr. Forte was in his glory. The meeting was really worth-while.

The football team is doing nicely. We have played only two games up to this point and they were with Army teams. We tied one and lost the other. The Armistice game will be with Drew Field in Tampa and the Thanksgiving game with Edward Waters. The Tilt of the Maroon and Gold seems to be shaping up nicely for November 25. We are busy in the midst of plans for the meeting of the State Teachers Association which will be held here November 30 through December 2.

As yet, we have not been able to do anything about the Junior High School. In fact, we have had tremendous problems in keeping the Elementary School. There has been pressure to close us out.

Miss Muriel Day and her committee from the Woman Society of Christian Service will visit the college Monday. We are still battling and having our problems with Mr. D. E. Williams and the State Department. The Southern Association Evaluation Committee is expected at any time.

Mrs. Thompson and I put on a special fund raising campaign for the month of October. At the close of the month she reported that we had solicited $3,966.50 from donors. That is not so bad for one month, is it? As usual, Eloise can turn out more work than any one person I have ever known.

We are beginning now to work on Race Relations Day and funds for special grants to subsidize some special projects in connection with the educational program.

More news will follow.

Sincerely yours,

James A. Colston.

JAC-T
1 enclosure.

426 State Street,
Bowling Green, Kentucky.
November 15, 1944.

My dear Mr. Colston:

Thank you for your full letter of November 4, and for the program of the State Convention of the "New Farmerettes of America," which I read with thorough enjoyment.

Truly, Mr. Forte is to be commended for his leadership and perseverence in organizing and expanding the work of these clubs. I know just how pleased he was to have this fine culmination of his work over so short a period of time. I know, too, how pleased Mrs. Bethune was over this Convention, for she wanted this type of fundamental work done for many, many years before it became a reality.

You seem to have a real football team, and I sincerely hope that the publicity they are bringing the College balances the necessary expenditure for the activity. In view of the fact that the Armistice Day game was played in Tampa, will the "Tilt of the Maroon and Gold" be played there too? Is Mr. Saxon able to function in the latter?

I know you couldnt receive word from the Woman's Society of Christian Service - so soon- in regard to their recent visit. Could you deduce anything at all from their attitude and conversation while they were there? Of course, I have been thoughtful over the impending visit of the Southern Association officials, which is more weighty this year than ever before. Were you able to present satisfactory current figures to them? I havent received any monthly reports and I wrote Mrs. Purcell today to find out if she is encountering any difficulties. If there are any figure difficulties that she can isolate I may be able to help her from this end. It is regrettable that I could not have come down in October, but I will just have to be satisfied with the prospect of a thorough study of the office and routine when I am in Florida for the Christmas holidays. I know how rushed the office is during September and October.

Of course Eloise can turn out more work than any one person. She is "tops" and I cannot tell you how relieved I am that you finally acceded to my requests to have her transferred downstairs. That four-thousand-dollar record of solicited contributions is splendid! But, of course, you know that I am torn between regret that I am not doing my part there, and resignation over the fact that the job I am doing here is also essential.

What special grants are in the offing for special educational projects? From whom are these grants to be received? Were you able to place the final order for library books? You wrote me about this order some time ago. Did the United College Campaign Fund make another payment or appropriation to Bethune-Cookman in October? If so, were you able to pay on some of the old accounts? In the absence of a report picture to show me what is going on, I must ask you all kinds of questions.

There were a few student accounts receivable brought over from 1943-44 that may be collectible. The June 30th report lists them. Please write a little note to each student who has not paid his or her balance and request payment. Some of them have returned this year and have, of course, paid these balances at registration. I usually wrote them in November and alternate months, to try to effect collection.

What do you hear from Mrs. Bethune? Has she been able to send any maintenance funds during the Fall?

I would like so much to have an analysis of Dean's enrollment statistics, if he has an extra copy of the last report. By the way, have you and Mr. Haywood decided upon and announced the increase in board and room charges?

My love to all of you.

Sincerely,

Bertha L. Mitchell

426 State Street,
Bowling Green, Kentucky.
November 21, 1944.

My dear Mr. Colston:

I can never tell you how much I enjoyed your letter of November 18th, and the monthly reports from the offices of the Dean and Business Manager.

You and your entire staff must be very happy in the rush of progressive activities at Bethune-Cookman. I wish that I might be there to participate in them.

I studied the October 30th report more intently than the others, in view of the fact that it presented the most recent financial picture. I know just how you and Mr. Haywood must feel over the accounts payable. It would be so satisfying to catch up - just once, and still have enough to go on without going into debt again. It is a condition which has existed for so many years, however, that it will take time and daily effort to correct. If we could have all months like September, 1944, when our expenditures were $3,400 less than our receipts, we would soon build up a sufficient cash reserve to pay our bills. But with October receipts $3,400 less than October expenditures, we were right back in the same position.

I have made some suggestions for the office and enclose them to you. Generally, the report indicates that the financial record-keeping is still being carefully done. There are only two alarming features in the whole picture - the insiduous climing of the payables and the delay in remitting the income tax withheld.

Thank you again for the encouraging information you sent and just know that I am with you every step of the way.

Sincerely,

Bertha L. Mitchell

P. S. I am returning the enrollment report. It is excellent, as Dean Hale's reports usually are.

2 enclosures

the experiences I have had at Bethune-Cookman have equipped me to meet and handle many technical situations. I seem to be the "man of the family" here now and I am so glad that I am equipped to play this role.

White Hall must be beautiful for the Teachers' Association. How much did it cost to have the work done? The project of the teachers in beautifying their classrooms is an excellent one. I know how happy this makes Mrs. Bethune.

I heard from Tansy and am writing her today. I hear from Rachel often, and Ben, of course. He called me Sunday night and the previous Sunday night. After worrying about his cold and bronchitis, I was elated to hear his voice. His sacrifice during this year is perhaps greater than mine, but both are for the cause for which we live - our "raison d'être" - I believe the French say.

Lovey is well, except for a cold. The weather is cold here, as you may know, but I have not felt it. I am out in it daily and have to walk so much that I dont have time to get cold.

How are Mrs. Colston and Jean Alliece? I think of them often but have had to confine my correspondence to business and my home there. I am eager to see you all and review the activities of the College during these months I have been away. I havent heard from Margaret recently. I hope she continues well.

Marcia joins me in love to you all.

Sincerely,

Bertha L. Mitchell

P. S. My typewriter is a Royal Portable and my performance on it leaves much to be desired. I apologize for the queer quirks of form that are all through this letter. You would rather have them than my illegible writing, wouldnt you?

BLM

Daytona Beach, Florida
December 30, 1944.

Memo to
President Colston

1. I studied all of the books, records and files of the Business office and find, to my pleasure, that the accounting, generally, is being maintained satisfactorily and in strict accordance with the system and account classification. Minor irregularities of crediting or posting have occurred as a result of the lack of knowledge of our situation, and of the financial picture to be shown for the best publicity of the college. Apparently, no supervision has been given the bookkeeper or cashier by the Business Manager, due, perhaps, to his complete ignorance of the system and the pressure of his duties outside. In view of the monthly check by the Auditor, however, and the fact that both of these employees are bonded, the situation does not appear dangerous. I am concerned, however, about supervision of tax computations and recording, prompt reporting and the proper handling of invoices to Veterans Admin. Also,

the bookkeeper should have memoranda, monthly, of the proper tuition charges to be entered against veterans. I notice no charges shown for October or November, on some of their accounts.

2- Monthly statements of most trade accts. should be checked by someone. For example, the telephone bill for November was $55.93, in October $27.91. The latter is a normal figure. November had a number of long-distance calls incident to the Tampa game. These charges should have been isolated and entered against athletic games, to relieve Admin. & General Expense of them.

3- I noticed a student receiving free board and room credit and was informed that he takes mail and banking. I feel that the College Deposits should not be sent to the Bank by a student. It has been done in previous years, but did not prove desirable or wise.

4. Many students are paid in cash for their work, and in October and November some of their accounts show balances due. I wondered why the system of giving earned credit on accounts was discontinued.

5- No part of Mr. Mills weekly wages are charged to Instruction. His acct. shows a raise to $35.00 a week, yet Mrs. Mills is still employed. I seem to recall that she was to be discontinued. Perhaps the volume of laundry work has increased, altho the income figures do not show an increase of much.

6- In confidence, and for the morale of all employees who work under the supervision of the Business manager, please use your executive eye on the use of his time - rest periods, noon hours, etc. Suggest regular office hours at same time during each day.

7. As soon as you possibly can, find someone for the Cabin. A cross-check on income and expense there is desirable.

8- I shall continue to write you about the school and business office, and hope you may feel free to call on me for any service necessary.

9- I need reports as soon as they're issued. If only a balance sheet is issued, I want that. Let Mrs. Purcell put a copy in the mail for me as soon as each report (financial) is typed and checked. Thank you!

Bertha L. Mitchell,
Secty-Treas.

March 7, 1945

The Advisory Board
Bethune-Cookman College

Attention: Mrs. Gertrude FiLenden,
Treasurer

Dear Friends:

Your generous donation of five hundred dollars, receipt for which is enclosed, is another evidence of your real interest in the growth and development of Bethune-Cookman College. We cannot find words to adequately express the deep gratitude we have for your interest and loyal support to the College's program.

God has wonderfully blessed us by sending us friends like you. Your interest, service and financial help are not only bringing welcome relief but are giving encouragement and stimulus to our efforts to make possible greater opportunities for our young people.

Please be assured of our appreciation for all you are doing for us.

Sincerely yours,

James A. Colston.

JAC-7
1 enclosure.

Don Fuller AmM4/c
V.N.9D. Saufley Field
Pensacola Florida

U.S. NAVAL AIR STATION
PENSACOLA, FLORIDA

Mr. J. S. Colston
Dear Sir.

I don't know if you have recieved the first check of my pledge as yet or not. But there isn't any thing to worry about because I made out an allotment to the College that will come out of my pay each pay day. Of Course there is a lot of red tape to cut that takes a litter time. I hope it comes in in time.

Don

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

LEAVES FROM PRESIDENT'S DAY BOOK

January -

5 - Mrs. Bertha L. Mitchell
Bethune-Cookman College

SUNDAY COLLECTION - $ 5.62

---

5 - Mrs. Jessie Veeder ✓
190 East Pearson Stre[redacted]
✓ Chicago, Illinois

GENERAL DONATION - - - $25.00

---

5 - Mr. & Mrs. Milton Brooke
4122 Edmund St. N. W.
Washington, D. C. ✓

GENERAL DONATION - - - $ 5.00

---

9 - Mr. Leonard J. Field ✓
P. O. Box 3365
Pen Station
City ✓

GENERAL DONATION - - - $10.00

September, 1944

15 - Mrs. Samuel G. Colt
16 Colt Road
Pittsfield, Mass.

ASSURED CONTRIBUTION $ 100.00

---

15 - Roscoe G. Raub
Daytona Beach, Florida

MORTGAGE INTEREST - $ 33.00

---

26 - Dr. E. A. Graham
608½ Second Avenue
Daytona Beach, Florida

TUITION SCHOLARSHIP
(Payment on pledge
of $60.00) - - - - $20.00

---

27 - Cleveland Trust Company
Estates Department
Cleveland, Ohio
THOMAS H. WHITE ESTATE
Quarterly Payment ---$675.00

September, 1944

27 - Mrs. M. E. Speights
1273 Hart Street
Jacksonville 4, Fla.

GENERAL CONTRIBUTION $5.00

---

28 - The City of Daytona
Beach, Florida

THIRD QUARTERLY PAYMENT ON 1944 Budget Appropriation for the College Library as per agreement

$ 150.00

(By James W. Titus,
City Manager)

---

29 - Mrs. Cancerina H. Martin
102 E Estelle St.
Tampa, Florida

GENERAL CONTRIBUTION
FOR 40th Anniversary $1.00

OCTOBER - 1944

October 5 -

Mrs. Sara S. Washington,
President Apex News and
Hair Co. Inc.
Indiana and Arctic Avenue
Atlantkc City, N. J.

GENERAL CONTRIBUTION $25.00

October, 1944

2 - Mrs. Mary E. Davidson ✓
Foordmore Road
Kerhonkson, New York

GENERAL CONTRIBUTION $25.00

(Assured)

---

10 - Dr. George W. Pollack
815 North Grandview Ave.
Daytona Beach, Florida

TUITION SCHOLARSHIP
DONATION - - - - - $ 120.00

---

10 - Mrs. H. W. Cannon ✓
15 East 62nd Street
New York City 21, N. Y.

GENERAL CONTRIBUTION - $50.00
(Assured)

October, 1944

12- Mrs. Ellen C. Morgan
1763 Venus Street
Jacksonville, Florida

GENERAL CONTRIBUTION - $5.00
(Anniversary Donation)

---

17 - Miss Margaret Rhodes
C/o Fifth Avenue Bank
530 Fifth Avenue
New York City ✓
GENERAL CONTRIBUTION $500.00
(ASSURED)

---

18 - Miss M. I. Livingston × ✓
Mrs. Elizabeth L. McIntire
41-11 Gleane Street
Elmhurst, L.I., New York

GENERAL CONTRIBUTION - - $25.00
(Assured)

---

18 - Mr. Graham Aldis ✓
1247 Monadnock Block
Chicago, Illinois

GENERAL CONTRIBUTION - $10.00
(Assured)

October, 1944

13 - Mr. E.E. Ross ✓
Francis H.Leggett & Co.
2689 Rosselle St.
Jacksonville, Fla.

GENERAL CONTRIBUTION - $25.00
(Assured)

---

17 - Mrs. Mary L. Baker ✓
Box 5393
Daytona Beach, Florida

GENERAL CONTRIBUTION - $5.00

---

17 - Mrs. Dan B. Brummitt ✓
721 Emerson Street
Evanston, Illinois

GENERAL CONTRIBUTION -$10.00

---

17 - Mrs. David E. [redacted] Finley ✓
3318 O Street
Washington, D. C.

GENERAL CONTRIBURION -$10.00

October, 1944

20- Mrs. Lea McI. Luquer ✓
Stone House
Mount Kisco, New York

GENERAL CONTRIBUTION - $125.00
(Assured)

20- Mrs.Alice F. Mickens ✓
801 Fourth Street
West Palm Beach,Fla.

GENERAL CONTRIBUTION - $10.00

21- News-Journal Corporation ✓
128 Orange Avenue
Daytona Beach, Florida

GENERAL CONTRIBUTION -$100.00
(Assured)

---

21 - Atty. D. W. Perkins ✓
P. O. Box 92
Jacksonville, Florida

GENERAL CONTRIBUTION - $50.00

October, 1944

21 - Miss Jessie Veeder
1901 East Pearson St.
Chicago 11, Illinois

GENERAL CONTRIBUTION -$25.00
(Assured)

---

21 - Mrs. Louise W. Baldwin
1758 Beacon Street
Brookline, Massachusetts

GENERAL CONTRIBUTION- $25.00
(Assured)

---

21 - Mr. R. O'Hara Lanier
Dean of Faculty
Hampton Institute
Hampton, Virginia

GENERAL CONTRIBUTION - -$5.00

---

21 - Mr. George A. Kroener
310 Main Street
Wakefield, Rhode Island

GENERAL CONTRIBUTION -- $10.00
(Adsured)

October, 1944

23- Mr. Edwin L. Clarke
Rollins College
Winter Park, Florida

GENERAL CONTRIBUTION - $10.00

---

23 - Mrs. Ethel R. Darby
Bronxville, New York

GENERAL CONTRIBUTION $5.00

---

23 - Mrs. Edgerton Parsons
555 Park Avenue
New York, New York

GENERAL CONTRIBUTION $5.00

---

23 - The Board of Education
Of the Methodist Church
810 Broadway
Nashville, Tennessee

APPROPRIATION:
Fixed - - - - - $ 300.00
Conditional --- $ 666.00

October, 1944

23 -
Mr. Mason C. Haywood,
Business Manager
Bethune-Cookman College
by Eloise Thompson

SUNDAY COMMUNITY
MEETING CONTRIBUTION $4.72
(October 15, 1944)

SUNDAY COMMUNITY
MEETING CONTRIBUTION $5.77
(October 22, 1944)

---

23 -Mrs. Doris A. Plapp ✓
4140 N. Keeler Avenue
Chicago 41, Illinois

GENERAL CONTRIBUTION -$5.00

24- Mrs. Thomas Fleming ✓
Quinta Querida
1541 Lombardy Road
Pasadena 5, California

GENERAL CONTRIBUTION - $50.00

October, 1944

24 - Miss Hazel Scott
White Plains, N. Y. ✓

GENERAL CONTRIBUTION $25.00
By Barney Josephson, Trustee

---

26 - Mr. H. C. Price ✓ ✓
219 East Maple St.
North Canton, Ohio

GENERAL CONTRIBUTION $100.00

26 - Mrs. H. C. Price ✓ ✓
219 East Maple Street
North Canton, Ohio

GENERAL CONTRIBUTION $100.00

---

26 - Mrs. Edith Collord ✓
200 Retreat Avenue
Hartford, Connecticut

GENERAL CONTRIBUTION $ 6.00

October, 1944

27 - Dr. E. A. Graham
608½ Second Avenue
Daytona Beach,Florida

TUITION SCHOLARSHIP
(Balance Due) - - - -$ 40.00

---

28 - Mr. E. H. Mack
507 Marine Bank Bldg.
Erie, Pennsylvania

GENERAL CONTRIBUTION $100.00

---

28 - Mr. Robert L. Weaver,
Manager
Daytona Book Store
Daytona Beach, Florida

GENERAL CONTRIBUTION $ 15.00

---

28 - Bethune-Cookman Circle
#1-Mrs. Ada Lee, Presi.
1810 Lee Street
Jacksonville, Florida

GENERAL CONTRIBUTION $ 135.10

October, 1944

28 - Miss Harriet H. White
2 Pierrepont Place
Brooklyn 2, New York

GENERAL CONTRIBUTION
$ 1,000.00

---

28 - Miss Elisabeth W.
Frothingham
2 Pierrepont Place
Brooklyn 2, New York

GENERAL CONTRIBUTION $500.00

---

28 - Wesleyan Service Guild
Ebenezer Methodist Church
Jacksonville, Florida

COMMUNITY CONTRIBUTION $114.90

- Youth Group
Simpson Methodist Church
Jacksonville, Fla.

COMMUNITY CONTRIBUTION $20.00

October, 1944

30 - Mrs. Romas H. Heyn
C/o C.M.Harrington
10 Hoyt Street
Norwalk, Connectucut

GENERAL CONTRIBUTION - $10.00

---

30 - Mrs. Martha R.Esleeck
Greenfield, Mass.

GENERAL CONTRIBUTION - $10.00

---

31 - Mr. James L. Waters
Route 2, Box 672
Jacksonville, Florida

GENERAL CONTRIBUTION $25.00

---

31 - Mr. Floy M.Hubert,Mgr.
Hubert Drug Co.
Daytona Beach, Florida

GENERAL CONTRIBUTION $15.00

October, 1944
31 -
Mrs. C. Brooks Stevens
South Beach Street
Ormond, Florida

GENERAL CONTRIBUTION
$300.00

31
Mr. William I. Frothingham
40 Wall Street
New York 5, New York

GENERAL CONTRIBUTION - $25.00

---

31 - Mrs. Ada E. Stecher
306 Cocoanut Row
Palm Beach,Fla.

TUITION SCHOLARSHIP $ 25.00

---

31 - Mrs. William H. Moore
Four East 54th Street
New York City

GENERAL CONTRIBUTION $100.00

NOVEMBER

1944

November, 1944

1 - Bethune-Cookman
New York Alumni Club

Mrs. Unice Jackson -	$1.00
Mrs. Lillian Durante -	2.00
Mrs. Sadie Andrews -	2.00
Mrs. S. H. Kenner - -	1.00
Miss G. McIntosh	1.00
Miss Julia Williams	1.00
Mr. Timothy Lundy	2.00
Mr. Godfrey Hopkins	2.00
Mrs. Flossie Hawkins	2.00
Mrs. C. Lambright	1.00
TOTAL CONTRIBUTION For Repairs - - - -	$15.00

November, 1944

2 - Mrs. Mabel C.Little
The College of Wooster
Wooster, Ohio

GENERAL CONTRIBUTION
(For Repairs) -----$ 50.00

---

2 - Mrs. Brewer Eddy
82 Kirkstall Road
Newtonville 60, Mass.

GENERAL CONTRIBUTION
(For Repairs) - - $ 10.00

---

2 - Mrs. E. C. Henderson
233 East 48th Street
New York 17, New York

GENERAL CONTRIBUTION
(For Repairs) - - - $ 5.00

---

2 - Mr. F. E. Bryant
Azucar, Florida

GENERAL CONTRIBUTION
(For Repairs) - - - $50.00

November, 1944

6 - Mrs. F. Kingsbury Curtis
129 East 69th Street
New York, N. Y.

GENERAL CONTRIBUTION - -$ 10.00
(For Repairs)

---

6 - Mr. Frank D. Baker
240 Vine Street
Johnstown, Pennsylvania

GENERAL CONTRIBUTION — $50.00
(For Repairs)

---

6 - Mr. Thomas A. Frazier
389 Rhode Island Avenue, N. W.
Washington, D. C.

GENERAL CONTRIBUTION - $100.00
(For Repairs)

Received through Mrs. Cecelia C. Smith - Washington, D. C.

November, 1944

8 - Mrs. Emma Fulton
504 Cooper Avenue
Yuba City, California

GENERAL CONTRIBUTION - - $ 20.00
(For Repairs)

November
10 - Dr. T. A. Adams
Daytona Beach, Florida

REPAIRS CONTRIBUTION - - -$ 10.00

10 - Mr. Charles B. Prettyman
Daytona Beach, Florida

REPAIRS CONTRIBUTION - - $ 20.00

13 - Mrs. L. V. Hill
1419 LaClair Avenue
Pittsburgh 18, Pa.

REPAIRS CONTRIBUTION - $5.00

November, 1944

13 - COMMUNITY CONTRIBUTION
Sunday, Nov.12, - $4.97

13 -

UNITED NEGRO COLLEGE FUND
Mr. W. J. Trent, Jr.
Executive Secretary
38 East 57th Street
New York 22, New York

UNCF APPROPRIATION -$7,611.56

14 -

Miss Alice B. Stormes
743 W. Hudson Street
Elmira, New York

REPAIRS CONTRIBUTION -$10.00

November, 1944

21 - The Advisory Board
Bethune-Cookman College
Daytona Beach, Florida

APPROPRIATION FROM
THE ADVISORY BOARD
FOR REPAIRS - - - $ 100.00

---

21 - The Board of Education
Of the Methodist Church
810 Broadway
Nashville, Tennessee

Regular ~~REPAIRS~~ APPROPRIATION $ 300.00

---

21 - Mrs. Bancroft C. Davis
(Annie H. Davis)
2410 Wyoming Avenue ✓
Washington, D. C.

REPAIRS CONTRIBUTION $ 25.00

November, 1944

21 - Mrs. Bruce A. Paddock ✓
435 South Street
Pittsfield, Massachusetts

REPAIRS CONTRIBUTION $ 10.00

December, 1944

4 -Bethune- Cookman Alumni
Chapter - Jacksonville, Fla
Mrs. M. E. Speights, Pres.
1273 Hart Street
Jacksonville, Florida

STATE-TEACHER RALLY---$10.00

---

6 - Miss Helen B. Warner
The Hudson House
Ardsley-on-Hudson, N. Y.

STUDENT-TEACHER DRIVE

$ 1,000.00

---

6 - Florida State Teachers
Association,
Mr. Ben Griffin, Pres.
Tampa, Florida

ROOM RENT PAID - - - $ 104.50

December, 1944

15 - Miss Adeline Grabler
Wac Detachment
Fort H.G. Wright
New London, Conn.

GENERAL CONTRIBUTION $10.00

---

16 - President J.A. Colston
Bethune-Cookman College

PUBLICITY & PROMOTION
FUND RAISING - - - - $10.49

---

20 - Miss Celia Berlizheimer
515 Briad Place
Chicago 14, Illinois

GENERAL CONTRIBUTION - $3.00

---

21 - The City of Daytona Beach
Daytona Beach, Fla.

LIBRARY APPROPRIATION $150.00

December, 1944

23 - Mr. Roger N. Baldwin
170 Fifth Avenue
New York, N. Y.

GENERAL CONTRIBUTION $ 5.00

---

27 - The Cleveland Trust Co.
Cleveland, Ohio

THOMAS H. WHITE ESTATE
Quarter Ending 12/22/44
$ 675.00

---

27 - Mr. William Snodgrass
Clement, Florida

DONATION - RALLIES - $200.00

---

28 - Mr. C. G. Woodson
1538 Ninth Street, N. W.
Washington, D. C.

DONATION - RALLIES - - $ 25.00

December, 1944

28 - Mr. Albert H. Ely, Jr.
2419 Massachusetts Ave.
Washington, D. C.

DONATION - RALLIES - $100.00

---

4 - Mrs. Alice D. Carter
331 East 71st Street
New York 21, N. Y.

GENERAL CONTRIBUTION $ 25.00

January, 1945

2 - Miss Katherine Boyles
Orante City, Florida

STUDENT TEACHER DRIVE $2.00
(Throuth Mrs. T. E. Small)

---

3 - Mr. and Mrs. Morton Levey
314 West 77th St.
New York 24, New York

DONATION - RALLIES - $ 5.00

---

3 - From a Member of the
Associate Reformed
Presbyterian Church

DONATION RALLIES -$ 100.00

By Mr. B. H. Alexander
Lake Wales State Bank
Lake Wales, Florida

OCTOBER, 1945

22 - Daytona Book Store
C/o Mr. Robert L. Weaver
Beach Street
Daytona Beach, Florida

DONATION - RALLIES - - $ 15.00

---

22 - Mrs. David E. Finley
3318 O Street
Washington, D. C.

DONATION - RALLIES - - $ 5.00

---

24 - Woman's Society of Christian
Service, South Fla. Conference
Mrs. Rowena V. Banks, Conf.
Treasurer
905 4th Avenue, South
St. Petersburg, Florida

METHODIST CONFERENCE
COLLECTION - - - - - $12.30

---

24 - Mrs. Henry White Cannon
15 East 62nd Street
New York, N. Y.

PLAYS & RALLIES DONATION -$50.00

OCTOBER, 1945

24 - Mrs. P. T. Jenkins, Sponsor
Senior Class
Booker T. Washington High
Miami, Florida

By National Honor Society

SCHOLARSHIP AWARD FOR
ZEOLA COHEN - - - - - - $ 50.00

---

24 - Mr. Joseph M. Hart
U. S. Naval Air Station
Pensacola, Florida
(Ath.Dept. Sanfley Field)

CONTINUATION FUND - - - - $ 10.00
(From Appearance of Dr. Bethune)

---

25 - Board of Education of the
Methodist Church
810 Broadway
Nashville, Tennessee

FIXED APPROPRIATION - - $ 325.00
CONDITIONAL " - - - - - 666.00

October, 1945

25 - Mr. Frank D. Baker, Treasurer
Imperial Coal Corporation
Bituminous Coal
240 Vine Street
Johnstown, Pennsylvania

PLAYS AND RALLIES - - - $ 40.00

---

25 - Mrs. Louise M. Baldwin
1758 Beacon Street
Brookline, Massachusetts

PLAYS AND RALLIES - - - $ 25.00

---

26 - Mrs. C. Brooks Stevens .
R F D 1,
Lowell, Massachusetts

RALLIES - DONATION - - - $ 500.00

---

29 - Mrs. Mary C. Price $ 100.00

Mr. H. C. Price $ 100.00

219 East Maple Street
North Canton, Ohio

RALLIES - DONATION - - - - - - - -

October, 1945

29 -Mrs. Bessie V. Beebe
723 Oswego Street
Orlando, Florida

DONATION RALLIES - - - - $5.00
(Donor from new list)

29 - Mrs. Eloise Thompson
Bethune-Cookman College

COMMUNITY MEETING COLLECTION
$ 4.50

29 - Rev. W. L. Bentley, Pastor
Emmanuel Institutional Baptist
Church - 1730 N. 22nd St.
Philadelphia, Pennslyvania

DONARION - RALLIES - - - $ 25.00

31 - Mr. Charles J. Adler
420 West Lafayette Street
Tampa, Florida

DONATION - RALLIES - - - -$ 25.00
(Donor from new list)

OCTOBER, 1945

31 - Miss Mae Etta Moore
P. O. Box 111
Florence Villa, Florida

CONTINUATION FUND - - - $ 5.00
(From appearance of Dr. Bethune)

31 - Dr. George W. Pollock
815 N. Grandview Avenue
Daytona Beach, Florida

TWO TUITION SCHOLARSHIPS - $180.00

31 - Miss Harriet H. White
2 Pierrepont Place
Brooklyn 2, New York

DONATION - RALLIES - - $ 1,000.00

31 - Miss Elisabeth W. Frothingham
2 Pierrepont Place
Brooklyn 2, New York

DONATION - RALLIES - - $ 500.00

October 31 -

Dr. John E. Cannaday, M. D.
Charleston General Hospital
Charleston, West Virginia

DONATION - RALLIES - - - $ 4.00

Mr. William I. Frothingham
W. A. & A. M. White
40 Wall Street
New York 5, New York

DONATION - RALLIES - - $ 25.00

Dr. C. Frederick Duncan
W. Ashley Street
Jacksonville, Florida

DONATION - RALLIES - - -$ 50.00

Mr. O. P. Swope
Box 472
Orlando, Florida

DONATION - RALLIES - $ 100.00
(Donor from new list)

November, 1945

6 - Mrs. Irene Newman
1577 N. W. 70th Street
Miami, Florida

DONATION RALLIES - - - - $2.00

---

7 - Mrs. Martha R. Esleeck
Greenfield, Massachusetts

DONATION - RALLIES - - - $ 10.00

---

8 - Mrs. E. W. Bitzer
3001 Bayshore Boulevard
Tampa 6, Florida

DONATION - RALLIES - - $ 25.00
(Donor from new list)

---

8 - Mr. and Mrs. A. J. Lock
1204 N. Fla. Avenue
Lakeland, Florida

DONATION - RALLIES - - $ 15.00

---

8 - Dr. M. S. Davage
The Board of Education
(recorded on next page)

November, 1945

8 - Dr. M. S. Davage
The Board of Education of
The Methodist Church
810 Broadway
Nashville 2, Tennessee

ENDOWMENT INTEREST - - $916.92

8 - Mrs. Mary E. Davidson
Foordmore Road
Kerhonkson, New York

DONATION -, RALLIES - - - $ 25.00

8 - Miss Dorothy Little
Detroit, Michigan

ON A/C #102 -
LOANS TO STUDENTS —— $20.00

9 - Mrs. Louis L. Jacob
100 West Gore Avenue
Orlando, Florida

DONATION RALLIES - - - - $ 5.00
(New Donor from recent list)

November, 1945

10 - The Board of Education of
The Methodist Church
810 Broadway
Nashville 2, Tennessee

PFEIFFER FUND - - - - - $ 499.50
SPECIAL FUND - - - - - 73.05

12 - COMMUNITY MEETING COLLECTION
$47.00
BY - Mrs. E. J. Thompson

15 - Mrs. Edith Collard
126 W. Winter Street
Delaware, Ohio

DONATION RALLIES - - - - -$ 6.00

15 - Mrs. Mildred M. Kaufman
444 Central Park West
New York 25, New York

DONATION RALLIES - - - - $ 15.00

November, 1945

16 - Dr. L. B. Childs
947 Davis Street
Jacksonville, Florida

DONATION RALLIES - - - - $ 25.00

16 - Dr. E. H. Washington
811 Kings Road
Jacksonville, Florida

DONATION RALLIES - - - - $ 15.00

16 -
Mr. George W. Powell
410 Broad Street
Jacksonville, Florida

DONQTION RALLIES - - - - -$ 25.00

16 - Mr. James Craddock
633 W. Ashley Street
Jadksonville, Florida

DONATION RALLIES ———$ 25.00

16 - Mr. David H. Dwight
Jacksonville, Florida

DONATION RALLIES - - - $ 10.00

November, 1945

16 -

COMMUNITY MEETING - - $ 10.44

23 - Mrs. W. A. Carter
326 Hyde Park Avenue
Tampa, Florida
(New Donor)
DONATION RALLIES - - - $ 1.00

23 - Mrs. Alice B. Stormes
743 West Hudson Street
Elmira, New York

DONATION RALLIES —- - $ 5.00

(New Donor)
23 - Mr. H. R. Buckey
P. O. Box 167
Jacksonville, Florida

DONATION RALLIES - - - $ 10.00

(New Donor)
23 - Mr. Angus R. Chappell
814 King Street
Jacksonville,Florida
DONATION RALLIES - - - $ 1.00

November, 1945

23 - Dr. Theodore K. Lawless
4311 South Parkway
Chicago, Illinois

DONATION DESIGNATED FOR
BUILDING AND EQUIPMENT $ 1,000.00

23 - Board of Education of
The Methodist Church
810 Broadway
Nashville 2, Tennessee

FIXED APPROPRIATION - - $ 325.00

24 - Mr. A. L. Lewis
P. O. Box 660
Jacksonville, Florida

GENERAL DONATION - - - - $ 229.00
(Designated for Equipment
Replacements)

24 - United Negro College Fund,Ind.
38 East 57th Street
New York 22, N. W.

APPROPRIATION RECEIVABLE
$10,532.27

November, 1945

Mrs. F. Kingsbury Curtis
129 East 69th Street
New York, New York

DONATION RALLIES - - - - $ 25.00

30 - Mrs. Josephine B. Bennett
Story Brook, New York

DONATION RALLIES - - - - - $ 3.00

(New donor)
30 - Mr. R. V. Covington
3707 Richmond Street
Jacksonville, Florida

DONATION RALLIES - - - - $ 10.00

(New donor)
30 - Miss Mary E. L'Engle
837 West 4th Avenue
Hendersonville, N. C.

DONATION RALLIES - - - - $ 25.00

30 - A Friend - - - - - - $ 1.00
(New donor)

December, 1945

(November)
26 - Community Meeting
Bethune-Cookman College

COLLECTION - - - - - - - - $ 10.68

---

3 - Community Meeting
Bethune-Cookman College

COLLECTION - - - - - - - - $ 9.71

10- Community Meeting
Bethune-Cookman College

COLLECTION - - - - - - - - $ 33.01

---

10 - Mr. H. R. Williams
903 N. Beach Street
Daytona Beach, Florida

DONATION RALLIES - - - - $ 25.00

---

12 - Miss Adeline Grobber
474 Summit Street
Bridgeport, Connecticut

DONATION RALLIES - - - - $ 10.00
(New donor)

December, 1945

12 - Mr. Perry A. Sharpe
760 Alden Road
Claremont, California

GENERAL CONTRIBUTION - -$ 25.00

---

12 - Miss Helen B. Warner
The Hudsen House
Ardsley-on-Hudson, New York

DONATION RALLIES - - - -$1,000.00

---

19 - Mrs. Lea McI. Luquer
28 East 63rd Street
New York 21, New York

DONATION - RALLIES - - - $ 125.00

---

19 - Mr. Roger N. Baldwin
170 Fifth Avenue
New York, New York

DONATION RALLIES - - - - - $ 5.00

December, 1945

17 - Mrs. A. A. Jane
P. O. Box 1529
Orlando, Florida

DONATION RALLIES - - - - $ 5.00

---

17 - COMMUNITY MEETING
COLLECTION - - - - $67.35

---

19 - Mrs. Ida O. Lippman
3338 Riverside Avenue
Jacksonville 5, Florida

DONATION RALLIES - - - - $ 5.00

---

21 - Board of Education of
The Methodist Church
810 Broadway
Nashville, Tennessee

FIXED APPROPRIATION - - $325.00

---

26 - Mr. Albert H. Ely, Jr.
2419 Massachusetts Avenue
Washington, D. C.

DONATION - RALLIES - - - $ 100.00

December, 1945

26 - Miss Dorothy Little
Detroit, Michigan

LOANS RECEIVABLE - - - - $30.00
(Paid In Full)

---

26 - The Cleveland Trust Company
Euclid & East Ninth St.
Cleveland 1, Ohio

THOMAS H. WHITE ESTATES
(For Quarter Ending
12/22/45 - - - - - $ 675.00

---

29 - Florida Power & Light Co.
Daytona Beach, Florida

DONATION RALLIES - - - - $ 50.00

---

31 - Mrs. Vernon A. Wright
121 Clifton Avenue
Minneapolis 4, Minnesota

DONATION RALLIES - - - - - $25.00

December, 1945

Mrs. Irene Newman
1577 N. W. 70th Street
Miami, Florida

DONATION RALLIES - - - - $ 5.00

---

31 -
Mr. William Snodgrass
Clermont, Florida

DONATION RALLIES - - - - $200.00

January - 1946

Rev. W. L. Bentley
Emmanuel Institutional Baptist
Church- 1730 N. 22nd St.
Philadelphia, Pennsylvania

TUITION SCHOLARSHIP FOR
MARION GRIMES - - - - - $ 30.00

---

14 - Mr. George A. Kroener
310 Main Street
Wakefield, Rhode Island

DONATION ~~RALLIE~~$15.00

JANUARY
1946

January, 1946

Miss Marianne Guiles

CULTURAL ACTIVITIES -- $.1.00

Mrs. Marcia Henry

CULTURAL ACTIVITIES -- $2.00

Mrs. Margaret Rhodes

CULTURAL ACTIVITIES -- $1.00

Mr. Herbert M. Fillebrown

CULTURAL ACTIVITIES -- $2.00

Mr. George Engram

CULTURAL ACTIVITIES -- $1.00

Rev. George O. Sumner

CULTURAL ACTIVITIES -- $1.00

January, 1946

Mr. Alvis A. Lee

CULTURAL ACTIVITIES -- $1.00

Mr. C.B. Prettyman, Jr.

CULTURAL ACTIVITIES -- $1.00

Mr. and Mrs. Joe Harris

CULTURAL ACTIVITIES -- $2.00

Friendship Baptist Church

CULTURAL ACTIVITIES -- $5.00

Mr. H.M. Belton

CULTURAL ACTIVITIES -- $1.00

Mr. Waldo O. Berry

CULTURAL ACTIVITIES -- $1.00

January, 1946

Mr. T.E. Small

CULTURAL ACTIVITIES -- $1.00

Mrs. Forrest L. Smith

CULTURAL ACTIVITIES -- $1.00

January 1946

7 - Mrs. Eloise Thompson

Community Meeting
Collection--------- $24.33

January, 1946

Mrs. Bertha L. Mitchell
Bethune-Cookman College

CULTURAL ACTIVITIES-----$84.50
(Negro Drama Group)

---

14 - Mr. J.H. Whitehead

CULTURAL ACTIVITIES $2.00

14- Mrs. Mrs. Eloise Thompson
Bethune-Cookman College
COMMUNITY MEETING
COLLECTION--------- $17.11

---

17 - Mrs. Amelia Davis

CULTURAL ACTIVITIES $1.00

21- Mrs. Eloise Thompson
Bethune-Cookman College

Sunday Collection --$36.27

February, 1946

4- Mrs. Eloise Thompson
Bethune-Cookman College

COMMUNITY MEETING
COLLECTION----------$19.78

9- Woman Association of the
Tourist Church
Mrs. P. Gannaway, Secretary
Olds Hall
346 South Ridgewood
Daytona Beach, Florida

Donation-------------$50.00

11- Mrs. Eloise Thompson
Bethune-Cookman College

COMMUNITY MEETING
COLLECTION ---------$18.43

11- Dr. J.H. Ferrell
West Palm Beach, Fla.

DONATION RALLIES-- $25.00

February, 1946

11- Mrs. Garland M. Terry
228 W. New York St.
Deland, Florida

DONATION RALLIES-- $15.00

11- Dr. K. L. Pharr
Miami, Florida

DONATION RALLIES --$25.00

11- Dr. J. H. Smith
Miami, Florida

DONATION RALLIES -- $50.00

11-
Att'y. L.E. Thomas
Miami, Florida

DONATION RALLIES -- $25.00

11- Dr. S. H. Johnson 50.00
Miami, Florida

DONATION RALLIES

February, 1946

11- Dr. C.C. Benton
Ft. Pierce, Fla.

DONATION RALLIES -- $25.00

11- Dr. J.F. Sistrunk
Ft. Lauderdale, Fla.

DONATION RALLIES ---$10.00

---

12 - Mrs. Victor Morawetz
39 East 79th Street
New York 21, N.Y.

DONATION RALLIES ---$25.00

---

15 - Bingham and Thompson

DONATION RALLIES---$ 5.00

15- Mr. J. G. Harvey

Donation Rallies ---$ 5.00

February, 1946

15 - Mr. Clifford McCullen
DONATION RALLIES --$10.00

15 - Mrs Lillian B. Young
DONATION RALLIES ---$ 5.00

15- Dr. A.L. Lewis
DONATION RALLIES--- $25.00

15 - Dr. M.R. Silas
DONATION RALLIES---$25.00

15- Dr. J.A. White
DONATION RALLIES

15 - Central Life Insurance Co.
DONATION RALLIES---$100.00

February, 1946

15 - Dr. L.W. McNeal
DONATION RALLIES---$10.00

15- Mr. Albert Bethune
DONATION RALLIES---$10.00

15 - Mr. J,H. Whitehead
DONATION RALLIES---$ 5.00

15 - Manuel Garcia
DONATION RALLIES---$10.00

15 - Dr. F.B. Martin
DONATION RALLIES---$10.00

15- Mr. Samuel McCullen
Donation Rallies --$10.00

February, 1946

Mr. E.A. Pottsdam

DONATION RALLIES ---$ 5.00

---

15 - Mr. F.L. Hampton

DONATION RALLIES --$ 2.00

15- Mr. N.H. Weston

DONATION RALLIES -- $ 5.00

---

15 - Mr. E.E. Broughton

DONATION RALLIES ---$10.00

---

15 - Mr. G.D. Rogers

DONATION RALLIES --$10.00

---

15 - Mrs. L.B. Stone

DONATION RALLIES -- $10.00

FEBRUARY, 1946

15- Mrs. Lucile Johnson

DONATION RALLIES -- $10.00

---

15 - Mrs. Erma Daniels

DONATION RALLIES -- $10.00

---

15 - Mrs. Sue Brinson

DONATION RALLIES -- $ 5.00

---

15 - Mrs. Corintha Stallsworth

DONATION RALLIES -- $10.00

---

18 - Yowell-Drew-Ivey Company

DONATION RALLIES -- $50.00

---

18 - Mr. Harry Hansman
Mrs. W.W. Colston, group
sponsor.

DONATION RALLIES-- $50.00

February, 1946

11 - Mrs. Bessie Brown
for Mrs. W.W. Colston,
group
Pohakee, Florida
The Everglade Farm Labor
Center

DONATION RALLIES --$10.00

15- Mrs. Alice D. Carter

DONATION RALLIES --$10.00

19- Daytona Beach, Community
Fund
Y.W.C.A. Refundable Deposit---------------$148.75

19- Daytona Beach Community
Fund
Y.M.C.A. Refundable Deposit---------------$148.75

February, 1946

18 - Woods Fuel Oil Company
Frances L. Thruman, mgr.

DONATION RALLIES -- $25.00

18 - Rev. M.B. Cochran

DONATION RALLIES -- $91.11
(To be divided among
groups)

19 - Colomore Typewriter Co.

DONATION RALLIES -- $10.00

19 - Rev. Thomas Williams
Treasure, Florida Conference

RACE RELATIONS DAY $1,038.0

February, 1946

19 - First Methodist Church
Avon Park, Florida

RACE RELATIONS --- $51.83

---

19 - Dr. S.S. Campbell
Mrs. W.W. Colston, group sponsor.

DONATION RALLIES---$25.00

---

19 - Rev. T. Williams, Treasure
of Florida Conference

RACE RELATIONS $1,038.00

---

19 - Afro-American Insurance Co
Mr. J.H. Lewis, President

DONATION RALLIES $125.00

---

19 - McGill and McGill, Attorneys

DONATION RALLIES $10.00

February, 1946

20 - Dunn Brothers' Hardware CO

DONATION RALLIES -- $50.00

---

20 - Mr. E.D. Strickland

DONATION RALLIES -- $25.00

---

20 - Checkerboard Feed Store

DONATION RALLIES -- $ 5.00

---

21 - McFarland Furniture Co.

DONATION RALLIES --$25.00

---

21 - Electric Service Company

DONATION RALLIES --$10.00

---

21 - Florida Power and Light Company

DONATION RALLIES -- $50.00

February, 1946

22- McWilliams Market

DONATION RALLIES -- $50.00

---

22 - Dr. James G. Rhodes
For Mrs. L.G. Hale, group

DONATION RALLIES -- $45.00

---

22 - Mather of Daytona

DONATION RALLIES --$100.00

---

22 - The Board of Education of
the Methodist Church

Endowment Interest
Accrued --------- $668.30

22- The Board of Education
of the Methodist Church

FIXED APPROPRIARION-$325.00

February, 1946

25 - Dr. D.D. Tillie

Community Meeting
Collection-------- $5.00

---

25 - Mrs. Eloise Thompson

Community Meeting
Collection --------$53.00

---

25 - Sheraton-Plaza
for Singers

DONATION RALLIES--$103.33

March, 1946

4 - Mrs. Susan V. Clayton

DONATION RALLIES --$100.00

5 - Mr. H.H. Love

DONATION RALLIES--$1.00

6 - Mr. Thomas P. Ward

DONATION DESIGNATED FOR
BUILDING -----------$25.00

6 - Dr. J.H. Smith

DONATION DESIGNATED FOR
BUILDING -----------$100.00

6 - Rev. R.M. Thomas

DONATION RALLIES -- $25.00

Mr. George Engram

DONATION RALLIES -- $50.00

Special Correspondence Flint, Bishop Charles F.

THE METHODIST EPISCOPAL CHURCH
ATLANTA AREA
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

CHARLES W. FLINT
(UNTIL APRIL 28, 1937)
313 SARTO AVE.,
CORAL GABLES; FLORIDA

Establish a folder in "Trustee Letters" for Bishop Flint

January 8th,
1937.

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune

I am sorry that you got to me before I was able to write you. My visit in Daytona Beach was not a very impressive one. In early twilight, or rather early evening, on Christmas day in the midst of a downpour of rain, we drove through Daytona Beach several hours late for engagements in the south for which I was headed.

I stopped for a moment at Dr. Radcliffe's, but knowing the college was not in session, supposing you still to be in Washington, and also because of my haste and the inclemency of the weather, I decided to postpone my first visit to Bethune-Cookman.

I have heard of the very fine work you have been doing with your contacts in Washington, especially with Mrs. Roosevelt, and now am glad to learn more in detail about it. This certainly is a fine opportunity and a very fine set-up that you have. I thoroughly believe in you, and I am certain that you will push it through to success. It is unnecessary for me to tell you that anything within my power I of course will do gladly.

I note the ministerial session at the college in March, and also the Board of Trustees. I earnestly hope these come at the same time so that it will not be necessary for me to make two trips.

Your suggestion regarding an educational director of the Conferences is one which strikes a responsive chord, as I have already seen the necessity for it. I am wondering how we could finance such a man. I wish he were big enough and ubiquitous enough to cover the area of the state for that need exists also to the north of us. Have you any suggestions regarding financing it?

THE METHODIST EPISCOPAL CHURCH
ATLANTA AREA
ATLANTA, GEORGIA

CHARLES W. FLINT
(UNTIL APRIL 28, 1937)
818 SARTO AVE.,
CORAL GABLES, FLORIDA

CHARLES WESLEY FLINT
RESIDENT BISHOP

Page 2.

I would greatly appreciate it if I could have your itinerary, especially the times you are likely to come south. I would like to make my first visit to the school when you are there.

With kindest personal regards,

Yours cordially,

h

Charles W. Flint

P.S. I hope to see you to talk over appointments before Conference.

C.W.F.

February 16, 1937.

Bishop Charles W. Flint,
313 Sarto Avenue,
Coral Gables, Florida.

My dear Bishop Flint:

We are very eager to have you present for the outstanding events in our Spring Calendar this year, for we feel that, through them, you may get a clearer insight into the program of the school.

We send this note to extend to you a cordial invitation to be present and deliver the annual address to our graduating classes, at the Senior Day Exercises to be held at three o'clock in the afternoon, Sunday, February 28th, 1937. We sincerely hope that you may serve us on this occasion.

We extend to you also an invitation to remain for the Annual Bazaar, under the auspices of the Ladies' Advisory Board, a very unique event in our Annual Calendar, which will take place on Tuesday, March 2nd.

Of course, we are depending upon you to be with us for the Annual Meeting of the Board of Trustees, to held at ten o'clock in the morning, Wednesday, March 3rd.

Please let us know if you will be with us on these occasions, and particularly if you will accept the invitation to deliver the Senior Day address.

Very truly yours,

Mary McLeod Bethune.

mmb-blm

[redacted] L APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

WESTERN UNION

(10)

J. C. WILLEVER

SYMBOLS
DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

Received at 122 Orange Avenue, Daytona Beach, Fla.

1937 FEB 18 PM 7 11

UNB69 37 DL=G CORALGABLES FLO 18 615P

PRES MARY MCLEOD BETHUNE=
BETHUNE COOKMAN COLLEGE

Pers

HAVE BEEN PLANNING TO SPEAK AT COLLEGE NEXT SUNDAY AFTERNOON FEBRUARY 21 BUT WILL CHANGE THAT TO WEEK LATER SUNDAY 28TH IF YOU PREFER I CANNOT DO BOTH KINDLY WIRE ME YOUR CHOICE TOMORROW=

CHARLES W FLINT.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

1217-A

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM	X	FULL RATE	
DAY LETTER		DEFERRED	
NIGHT MESSAGE		NIGHT LETTER	
NIGHT LETTER		SHIP RADIOGRAM	

WESTERN UNION

CHECK

ACCT'G INFMN.

TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

February 19, 1937 Sent 12 Noon

Bishop Charles W. Flint
215 Sarto Avenue
Coral Gables, Florida

Prefer having you for [illegible] Sunday, February 28. [illegible]

Mary McLeod Bethune.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM	X	FULL RATE	
DAY LETTER		DEFERRED	
NIGHT MESSAGE		NIGHT LETTER	
NIGHT LETTER		SHIP RADIOGRAM	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

COPY OF
WESTERN UNION TELEGRAM

February 19, 1937

Bishop Charles W. Flint

315 Sarto Avenue

Coral Gables, Florida

Prefer having you for Senior Sunday, February 28.

Mary McLeod Bethune.

1207-A

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM ☐	FULL RATE ☐
DAY LETTER ☐	DEFERRED ☐
NIGHT MESSAGE ☐	NIGHT LETTER ☐
NIGHT LETTER ☒	SHIP RADIOGRAM ☐

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

WESTERN UNION

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

CHECK
ACCT'G INFMN.
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

B.A., M.A., D.D., Paed. D., L.H.A., LL.D.

Feb 23 1937

To President Mary McLeod Bethune

Street and No. Bethune-Cookman College

Place Daytona Beach Florida

Large lineup my ~~[illegible]~~ and explanation given degrees B A Bachelor Arts Cornell College and University of Toronto stop M A Master Arts ~~[illegible]~~ Columbia University stop D D Doctor of Divinity from Wesleyan University and Dickinson College stop Paed D Doctor of Pedagogy from New York State College stop L H D Doctor of Humane Letters from Cornell College stop LL D Doctor of Laws from University of Toronto and from Syracuse University stop but ~~[illegible]~~ do not use them all.

Charles W Flint

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

Sender's address for reference c/o Claflin University

Sender's telephone number FLINT

1217-R

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		FULL RATE	
DAY LETTER		DEFERRED	
NIGHT MESSAGE		NIGHT LETTER	
NIGHT LETTER		SHIP RADIOGRAM	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

WESTERN UNION

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

CHECK
ACCT'G INFMN.
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

Daytona Beach - Florida
February 23, 1937

11 A.M.
2/23/37

Bishop Charles W Flint
313 Sarto Avenue
Coral Gables, Florida

Please send by wire immediately your degree from what school received chest and head size in order that we may provide academic attire for your use Sunday, February 28th

(Signed) Mary McLeod Bethune.

Dayletter - Charger to BCC

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

Bishop Flint

THE METHODIST EPISCOPAL CHURCH

Atlanta Area
ATLANTA, GEORGIA

March 20th,
1 9 3 7.

To the District Superintendents
of the Atlanta, Georgia, Florida,
South Carolina, and South Florida
Conferences:

I find that, last year, in addition to the Lincoln Day collections, our three institutions (Bethune-Cookman, Claflin, and Clark) received several hundreds of dollars from designated World Service gifts, chiefly from the Negro Conferences.

I learn from Dr. Holmes that so far this year, the Board of Education appears to be receiving a little more than for the same period last year of distributable World Service funds and much less in designated gifts.

Therefore he says and suggests:

> "Without doubt, the total World Service giving of Negro Conferences is increased when designated gifts for the Conference College are sought. Therefore, I suggest that district superintendents encourage their pastors to appeal for designated gifts for the college as a part of the Easter World Service rallies. If this appeal results in considerable increase in World Service giving, and if most of this increase is designated to the college, no disadvantage will come to any other cause, and these colleges will have needed help. There is no percentage limit on the amount that a church or any donor may designate to the college. Such designated gifts if sent to my office will be available at once for forwarding to the college, and of course proper World Service vouchers to apply on apportionment will be promptly forwarded. Such designated gifts may apply on the Million Unit Fellowship pledges."

I ask your careful consideration of this, and that you get the message and request to your pastors at once.

Yours cordially,

Charles W. Flint

h

Pers

March 31, 1937.

Bishop Charles W. Flint,
313 Sarto Avenue,
Coral Gables, Florida.

My dear Bishop Flint:

I am spending a few days here at the College this week. I think we are getting along fairly well. Things are beginning to take form and I feel that through concentrated efforts we will be able to reach our goal by the close of the fiscal year in June.

We have been successful in securing a very energetic man, whose name is Gerald E. Allen, as Field Secretary for Bethune-Cookman College, to aid in finding money with which to balance our Budget. He has been spending a few days here on the campus, getting acquainted with various groups and studying affairs in general. I hope for him a successful tour.

It is of vital importance to me at this time, that we make our efforts outstanding by surrounding our contributions with reinforced activities on the part of the Methodist Episcopal ministers. I am appealing to you at this time as never before for your cooperation in bringing this issue to bear. I would be pleased to have you make a drastic appeal to our ministers, through the different superintendents of our constituency, for their interest, influence, cooperation and activity in pooling the necessary funds to actually put Bethune-Cookman College on its feet. Aside from Rev. Bartley, the superintendents of our connection have done comparatively nothing for our Institution. What Rev. Bartley has done, others can do, and I hope that you will say they must do.

We have set aside the morning of Commencement Day, June 1st, for calling the roll of all Methodist Episcopal ministers, in connection with our Student Activities and Achievement Hour. I hope it will be possible for you to either be here yourself or deputize some one to be here in your stead, to see to it that our ministers make their appearance at this exercise, which I am sure will challenge their interest on behalf of our Institution. We need their help.

I would like very much to see you while in the State. I will be here through Wednesday, and I shall possibly be in Jacksonville on Thursday, from there to Tuskegee Institute, and from Tuskegee to Atlanta.

I am writing you this letter, feeling very keenly the importance of a definite contribution to meet the needs of this Institution. We hope to receive a real contribution from the Saint Johns River Conference this year. They must do something tangible for our Institution. We must find the necessary money by the 30th of June to balance our Budget. We must pay our teachers in order to safeguard our school for the future.

I shall be very happy to hear from you in regard to future program.

Sincerely yours,

Mary McLeod Bethune.

mmb-elr

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

149

SYMBOLS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

Time of receipt is STANDARD TIME at point of destination.

Received at 122 Orange Avenue, Daytona Beach, Fla.

[illegible] MAY 31 AM 9 28

JNA37 34 DL=KP ATLANTA GA 31 810A

PRESIDENT MARY MACLEOD BETHUNE=
BETHUNE COOKMAN COLLEGE

HEARTIEST CONGRATULATIONS AND MOST CORDIAL GREETINGS TO YOU AND TO BETHUNE COOKMAN ON YOUR THIRTY THIRD ANNUAL COMMENCEMENT I HOPE YOU HAVE A GLORIOUSLY SUCCESSFUL OCCASION DEEPLY REGRET I CANNOT BE WITH YOU ALSO=

CHARLES W FLINT.

IS BY TELEGRAPH OR CABLE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

(13)

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

SYMBOLS
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Received at 122 Orange Avenue, Daytona Beach, Fla.

JNA132 8=KP ATLANTA GA 31 201P

PRESIDENT MARY MCLEOD BETHUNE=

1937 MAY 31 PM 3 20

BETHUNE COOKMAN COLLEGE

I HEREBY AUTHORIZE SIGNING MY NAME TO DIPLOMAS=

CHARLES W FLINT.

Trustees

[illegible] BY TELEGRAPH OR CABLE

ATLANTA
JUN 21
11 [illegible] AM
1937

THIS SIDE OF CARD IS FOR ADDRESS

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

ATLANTA AREA
METHODIST EPISCOPAL CHURCH
[illegible] PIEDMONT AVENUE, N. E.
ATLANTA, GEORGIA

June 21, 1937

President Mary McL. Bethune,
Daytona Beach, Florida.

My dear Mrs. Bethune:-

The report of the Bethune-Cookman College Trustee Meeting was received this morning. Bishop Flint, as you know, is in Europe and will not return until September. When he gets back I shall see that he has the document.

With best wishes, and assuring you of my deep interest in your splendid institution, I am

Cordially yours,

Trustee folder

November 17, 1938

Bishop Charles W. Flint,
630 Piedmont Avenue, Northeast,
Atlanta, Georgia.

My dear Bishop Flint:

I wish you would read the enclosed statement. Think over it, study over it, pray over it. Consider it from all possible angles and let me have your reaction. Later, we will have opportunity to discuss it.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-blm
1 enclosure

THE METHODIST EPISCOPAL CHURCH
ATLANTA AREA
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

January 13, 1939

CHARLES W. FLINT
UNTIL APRIL 8.
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

President Mary McLeod Bethune
Bethune-Cookman College
Dayton a Beach, Florida.

Dear Mrs. Bethune: -

I am on the Committee of the Board of Bishops to assign the delegates-at-large to the various Committees of the Uniting Conference. Kindly let me know by return mail, your preferences, first, second, and third - of the Committees on which you would like to serve.

Kindest personal regards.

Very truly yours

Charles W. Flint

January 25, 1939.

Bishop Charles W. Flint
313 Sarto Avenue
Coral Gables, Florida

Dear Bishop Flint:

I have just noted your letter of January 13th, which was held for my attention upon my arrival at the college.

I would like very much to state my preference of the committee upon which I might serve, for the coming Uniting Conference. You merely indicated "first, second and third", however, and I do not know the nature of the committee work in relation to this description. Can you give me more details? I can then indicate immediately my preference of service.

With very best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

January 28, 1939.

My dear Bishop Flint:

I am so sorry to learn that you are not well and hope that you will soon be on the road to recovery. We are thinking of you and praying for you.

Dr. Bartley has given me some information relative to the Committies for the Uniting Conference, and I am sending this note to say that I desire to serve on the Committee on Education and Episcopacy.

With best wishes for you and Mrs. Flint, I am

Always sincerely yours,

Mary McLeod Bethune.

Bishop Charles W. Flint,
313 Sarto Avenue,
Coral Gables, Florida.

mmb-blm

personal

February 17, 1939.

Bishop Charles W. Flint,
313 Sarto Avenue,
Coral Gables, Florida.

My dear Bishop Flint:

I am so sorry to know that you have not been well, and I earnestly hope that you are much better now.

I have been in bed for ten days with influenza, but am feeling very much better now. The invigorating sunshine of Florida will soon have us both feeling fit again, I am sure.

The meeting of the Board of Education in Chicago was most interesting. There are many problems yet unsolved. I came away with much food for thought.

I have received the information concerning the Committees for the Uniting Conference. I am asking to be placed on the Education Committee. I dont know whether or not I can be of any service there.

The conference in Daytona Beach was very successful. I could not attend but I talked with Bishop Blake over telephone. We all missed you, of course. The college entertained the whole group at dinner one evening.

Please ask Mrs. Flint to think of us. I would like so much to know her better, and to have her know more of our work. It just seems that we have been like "ships, passing in the night" since you came to Florida. I am going to be in the State for three or four weeks longer and I do hope that I may have more contact with both of you. I pray that you are going to be able to attend the Annual Trustee meeting on the first day of March. Our ladies will have their annual "Spring Fete" on February 28th and it would be very nice for you and Mrs. Flint to plan to spend these two days with us.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

METHODIST EPISCOPAL CHURCH
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

Personal

February 22nd,
1 9 3 9.

CHARLES W. FLINT
UNTIL APRIL 8.
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

Thank you for your good letter of February 17th.

Bishop Blake told me about your illness and I am glad to know that you are better. I too am progressing very rapidly, but am not yet certain whether it would be wise for me to make the trip to Daytona Beach on March 1st, especially in view of another heavy trip I must take a few days later.

I do want to be present at theBoard meeting, and will be there if I possibly can.

Yours cordially,

Charles W. Flint

h

CHARLES WESLEY FLINT
RESIDENT BISHOP

METHODIST EPISCOPAL CHURCH
ATLANTA, GEORGIA

CHARLES W. FLINT
UNTIL APRIL 8.
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

personal

February 24th,
1 9 3 9.

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear President Bethune:

This is a second letter and somewhat of a postscript.

I wanted to talk with you about Mr. Simpson. I find that the general impression he has been giving is the same I have had in regard to him - that he is doing an excellent job educationally and also in the handling of the internal and financial affairs of the university - the budget and the administration. I am inclined to think the Boards have a good impression of his work and this kind of work, if I have sized it up rightly, is extremely important in gaining the confidence of the constituency as it is in gaining the confidence of the Boards.

I hope you will be able to arrange for him to continue with you. I do not know what can be done to secure funds. You may know of someone who could do work along that line. Mr. Simpson, by his savings, has done for us the equivalent of raising considerable funds. Whether anyone else in the field beside yourself can do this or not I am not prepared to say. It would take a person of rare gifts to be able to even partially fill your place along this line.

I wish I could be with you to talk over these problems face to face, and discuss them with the Board members.

I would be very glad to have my observations presented to them for what they are worth.

With kindest personal regards,

Yours cordially,

Charles W. Flint

METHODIST EPISCOPAL CHURCH
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

CHARLES W. FLINT
UNTIL APRIL 8,
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

File
Trustee

February 24th,
1939.

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear President Bethune:

It now appears practically certain that I will be unable to make the trip next week. A combination of important duties which suddenly press upon me here along with the unadvisability of making another train trip early in March, practically shuts me out from the privilege of being present at the Board of Trustees meeting. ✓

I am very greatly interested in your wonderful development at the college and am very deeply concerned that any steps which we take next shall be taken very carefully in order not to give a set-back to the work so well begun. Bethune-Cookman has reached the stage where the ideals and practices of the educational associations and foundations must be scrupulously observed. From now on we cannot get anywhere without them. I am thinking, for example, of the Southern Association and of the General Education Board. If we lose the confidence of the educational and standardizing bodies no amount of sentiment could make us succeed. That is the high stage of development to which you have lifted the institution, and it now must be closely followed. ✓ ✓

Every new step that is taken from now on must be well thought out, with wide consultation, before we make any announcement or start the undertaking. We must gain and keep for ourselves a reputation for stability and understanding. You have built up too valuable a plant and too fine a work for us to wreck it by launching out without this proper planning and consultation.

One of the subjects which has come up for discussion has been the question of extending the work beyond junior college level. I am not sure but ~~what~~ that that might be a desirable thing when the proper time comes. I think we agreed at the Board meeting that, before we considered it, we should have the minimum endowment required for a standard junior college, so our first step is to finish this up and to get ourselves thoroughly established as an unconditional Class A junior college. I am afraid we would make ourselves ridiculous in the eyes of these and other boards if we announced a program of expansion to four years when we had not been able to qualify for an unconditional two-year rating. I fear such a program, if launched without the cordial sympathy and approval of these boards, would be fatal to us. Personally I would have to disclaim any relationship or responsibility because it would injure what little reputation I have along educational lines. Much more so would it injure Bethune-Cookman.

Another question which you raised with our Committee at Chicago was limiting the enrollment to girls only. I have no judgment or preference in this matter at the present time. I have not studied it, and I think it ought to be given very careful study by a competent committee of the Board of Trustees before a final decision is made. My inclination would be to defer all changes of a major character like this until we have finished up the program upon which we have embarked and become recognized as a standard grade A junior college, and not on a conditional and temporary rating as we have now.

out

Still another question raised is that of the transfer of the property from the Board of Education to the Board of Trustees of Bethune-Cookman. This is an important and far-reaching question. There should be extensive consultation with a committee from the Board of Education. I suppose the General Education Board would have a right to be interested on account of their gifts. I am sure they would be very much concerned and it is extremely important that they should be conversant with the proposals and we advise upon them before action. If this matter should be taken up at the meeting on March 1st, I wonder if the wisest thing would not be to appoint a strong and representative committee of the Board of Trustees to canvass the situation thoroughly, to consult with the General Educational Board, and with the representatives of the Board of Education, on all phases that are involved. If it were found advisable and feasible there would be certain conditions that I am sure the Board of Education would expect. I am inclined to think this would involve some changes in the Constitution and By-Laws, two articles of which I have particularly in mind. But all this would be brought out in the negotiations by this committee.

The relationship and responsibility of the Board of Education in connection with the administration of Bethune-Cookman College and the transferring of that responsibility over entirely to the Board of Trustees is a question directly related to the one I have just discussed. Indeed it might go to the same committee for similar investigation and consultation.

I am proud of the remarkable work you have done in connection with Bethune-Cookman, and I am proud, as we all are, of this position at

Washington which you are filling so effectively to your honor and to ours, but we might as well face the situation frankly that the school will necessarily mark time and cannot hope to run along except *as it is* under these circumstances. There is no dodging this, because *you* are *you*. We are willing to continue the temporary and unsatisfactory situation that you may render the dual service to your country, your race, and to the school, but I am very clear in my conviction that we ought not to launch any new program or make any major changes in the college until we are back into a settled relationship.

The fact is I hope you will have enough spare time for contacts so that we will be able during these years to make ends meet, which no one will be able to do as well as you, postponing these major changes until the temporary and tentative arrangements have given way to permanent leadership.

Meanwhile, of course, these could be studied by committees as I have suggested above. But I could not wisely nor intelligently vote upon these major questions while we are in this transient relationship.

I will try to get a copy of this letter to Dr. Holmes also, hoping and expecting that he will be with you at the Board meeting.

Yours cordially,

Charles W Flint

h

METHODIST EPISCOPAL CHURCH
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

March 22nd,
1 9 3 9.

CHARLES W. FLINT
UNTIL APRIL 8,
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

Dr. Holmes sent me a copy of his letter recently sent to you, and I was very much pleased with it and heartily in accord with the suggestions of the letter, and believe if you will follow the program he has outlined, and keep in touch with him, you may render the highest service to Bethune-Cookman which is possible just now.

I feel strongly that the completing of the endowment necessary to clinch standing as a junior college is the hurdle which must be negotiated before we can make any further progress.

I will be interested in knowing how you get along with it.

With kindest personal regards,

Yours cordially,

Charles W. Flint

h

March 23, 1939.

Bishop Charles W. Flint,
313 Sarto Avenue,

Coral Gables, Florida.

My dear Bishop Flint:

Thank you so much for your letter of March 22nd, and for your lovely telegram of last Friday.

I am very happy to know that the program that has been set up for our endowment meets your approval. We shall follow this plan as closely as possible.

You will be happy to know that the Testimonial Banquet brought in twenty-six hundred dollars. Of this amount, fourteen hundred dollars was in actual cash, and the pledges made are to mature in thirty, sixty or ninety days.

Our desperate effort now is to fine one thousand people who will give one hundred dollars, or raise one hundred dollars, each, by July 10, my birthday. I wonder, Bishop Flint, if you would be responsible for five of these one-hundred-dollar gifts by that date.

We feel that we can raise one hundred thirty five thousand dollars, to bring out endowment figure up to two hundred thousand dollars.

May we express deep gratitude for the interest you have manifested.

Sincerely yours,

Mary McLeod Bethune.

B-m

Personal

Please reference for files

METHODIST EPISCOPAL CHURCH
ATLANTA, GEORGIA

CHARLES WESLEY FLINT
RESIDENT BISHOP

March 29th,
1939.

CHARLES W. FLINT
UNTIL APRIL 8.
313 SARTO AVE.
CORAL GABLES, FLA.
TELEPHONE 4-3644

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Doctor Bethune:

Very much interested in yours of March 23rd, and I like the enthusiasm with which you are going into this effort. I wish I were in a position to help you more personally, but I have already dispensed more than the amount which I allot for these purposes, and would not be able to come in personally for any large sum.

Moreover, unfortunately I do not have the contacts which some of the bishops of long experience have with people who are looking for an opportunity to give to something of this kind, but I will keep it in mind in case I do see any chance.

Yours cordially,

Charles W. Flint

h

Trustee folder

CHARLES WESLEY FLINT
RESIDENT BISHOP

THE METHODIST EPISCOPAL CHURCH
ATLANTA AREA
ATLANTA, GEORGIA

May 16, 1939

President Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Fla.

Dear Dr. Bethune:

Mrs. Flint and I greatly appreciate the kind letter of you and your colleagues at Kansas City, with its generous expression of your appreciation and wishes so sincere and gratifying.

We have enjoyed working with you for our common cause, and it is with genuine and deep regret we relinquish a "task", which has been a real joy and delight.

The presentation of the roses on Wednesday last touched me deeply.

Many told me it was one of the "high spots" of the Conference. Two Bishops, one of the Southern Church and one of a Foreign Area, told us they were in tears, touched by the occasion. Others were deeply affected. It was a beautiful thought and beautifully executed.

Our interest will ever remain in you and your problems. Our sympathy in your difficulties, joy in your triumphs and prayers for your welfare will ever attend you.

Earnestly,

F/G

Charles W. Flint

May 24, 1939.

Bishop Charles W. Flint,
313 Sarto Avenue,
Coral Gables, Florida.

My dear Bishop Flint:

May I just thank you for your beautiful statements, and for the privilege I have had of knowing you and Mrs. Flint in a personal way. You have rendered such splendid service to us. I am glad that I had the opportunity in working in the committee room for your present situation. It took fine interest and courageous work to get some things done, but I am very happy to know that so many good things were accomplished. I was so happy in my committee assignment. It was a great experience at Kansas City for all of us. I somehow feel that things will go forward in a most gratifying manner.

I pray that you and Mrs. Flint will be very happy in your new work.

My mind is disturbed this morning, for I find that we must secure eight thousand dollars by the thirtieth of June, to close the year without a deficit. Please be prayerful for us in this. If you know of any individuals to whom you might appeal in behalf of our work, please know that we shall be grateful to have you do so.

We are in the midst of our commencement season. I shall be here until June 5th or 6th.

Blessings upon you. Love to Mrs. Flint.

Sincerely yours,

Mary McLeod Bethune.

mmb_blm

SYRACUSE AREA
THE METHODIST CHURCH
HOTEL SYRACUSE
SYRACUSE, NEW YORK

CHARLES WESLEY FLINT
RESIDENT BISHOP

Jan 24 - 1940

Dear Dr. Bethune, - I surely want to be "in on" that great Anniversary.

I will plan to be with you on Monday Feb 19 - if that date is set or Feb 17 - if that date is preferred.

Yours cordially

Charles W. Flint.

Trustee

January 26, 1940

Bishop Charles W. Flint
Hotel Syracuse
Syracuse, New York

My dear Bishop Flint:

It is grand to think that there is a possibility of your being here for the anniversary. The celebration begins on the 16th of February and runs through the 18th. Mrs. Roosevelt speaks on the 18th in the afternoon and there will be a concert by Roland Hayes in the evening. Our Trustee meeting is on the 19th at 10 o'clock in the morning. It will be lovely to have you and Mrs. Flint here. You are still the chairman of our Board and will have to preside at that meeting, so do not fail me.

Sincerely yours,

Mary McLeod Bethune

mmb/d

SYRACUSE AREA
THE METHODIST CHURCH
HOTEL SYRACUSE
SYRACUSE, NEW YORK

CHARLES WESLEY FLINT
RESIDENT BISHOP

1/24/40

Dear Mrs. Bethune,- What is the program for Feb. 16-19? Is Monday best day for Trustees, or would Saturday do just as well?

What day and hour does Mrs. Roosevelt speak? Academic Costume?

Cordially,

Charles W. Flint

January 27, 1940

Bishop Charles W. Flint
Hotel Syracuse
Syracuse, New York

My dear Bishop Flint:

We are enclosing an outline for the program for our anniversary. We will not use academic costumes. Mrs. Roosevelt will speak in the afternoon on February 18th and we thought Monday, February 19, was the best date for the Trustee meeting. I am so happy that you are coming.

Sincerely yours,

Mary McLeod Bethune

mmb/d

Trustee

SYRACUSE AREA
THE METHODIST CHURCH
SYRACUSE, NEW YORK

CHARLES WESLEY FLINT
RESIDENT BISHOP

7-31-41

Dear President Bethune,-

I approve list of trustees — a wise move!

Congratulations on fine developments.

Cordially

Charles W. Flint.

CHARLES W. FLINT
HOTEL SYRACUSE
SYRACUSE, NEW YORK

Special Correspondence

General Education

March 27th - 1929.

Gen. Ed Bd

Dr. Jackson Davis,
General Field Agent,
General Education Board,
61 Broadway,
New York, New York.

My dear Dr. Davis:

The Executive Committee of Bethune-Cookman College has been directed by the Board of Trustees of this Institution, to inform the General Education Board of a plan to launch and carry forward a campaign for five hundred thousand dollars.

This money is to be used, one-half for endowment and one-half for buildings and equipment, after deducting ten per cent for maintenance and campaign expenses.

We, therefore, representing the Board of Trustees, respectfully request the General Education Board to give to this Institution the sum of two hundred fifty thousand dollars, to be applied as you may direct.

If there are special blanks or forms upon which we should make this application, will you kindly send them to us in order that they may be properly executed. We are very desirous that this application shall be considered in your next meeting.

Very sincerely yours,

____

Chairman of the Executive Committee

____

Secretary of the Executive Committee

____

President, Bethune-Cookman College

Daytona Beach, Florida.
March 27, 1929.

Dr. Jackson Davis,
General Field Agent,
General Education Board,
69 Broadway,
New York, New York.

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If there are special blanks or forms upon which we should make this application, will you kindly send them to us in order that they may be properly executed. We are very desirous that this application shall be considered in your next meeting.

Very sincerely yours,
D.H. Rutter
(Signed) ------------------------------------
Chairman of the Executive Committee

W.S. Snead
(Signed) ------------------------------------
Mary McLeod Bethune
(Signed) ------------------------------------

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida.

March 27, 1929.

Dr. Jackson Davis,
General Field Agent,
General Education Board,
69 Broadway,
New York, New York.

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Very sincerely yours,

(Signed) D.H. Rutter
Chairman of the Executive Committee

(Signed) W.S. Snead
Secretary of the Executive Committee

(Signed) Mary McLeod Bethune
President, Bethune-Cookman College

March 11, 1930.

Gen Ed Bd

General Education Board,
61 Broadway,
New York, New York.

Attention of Dr. Jackson Davis.

Dear Dr. Davis,

Plans have been approved for the launching of a campaign for three hundred thousand dollars for Bethune-Cookman College - one hundred twenty-five thousand dollars of which is to be used for buildings, one hundred twenty five thousand dollars for endowment and fifty thousand dollars for budget purposes. In this proposed campaign we have the full cooperation and backing of the Board of Education of the Methodist Episcopal Church.

We are writing to request of your Board some contribution to the building program of this campaign, while we are seeking to get the money for endowment and budget.

We shall be very happy to furnish you with any additional information you may desire, in order that this request may be presented.

Very truly yours,

EXECUTIVE COMMITTEE OF THE TRUSTEE BOARD,

W. S. Snead, Chairman.

WSS:BNL

January 3, 1931

Mr. Jackson Davis
Grace-American Building
Richmond, Virginia

My dear Mr. Davis:

I am very glad to have your letter of December 22nd, referring to the meeting in Atlanta on January 8th, which I am planning to attend. President Hope's invitation seems to imply a distinction between "Atlanta University and its affiliated colleges" and "all the institutions in Atlanta". In view of the invitation to this meeting, I believe it will be very helpful to those of us who are not involved in the present "affiliated colleges" if we could know more accurately what action has been taken with reference to the library, and what further plans are contemplated.

In my talk with Mr. Arnett, who very generously set aside ample time for a deliberate discussion of the general plans of our Board of Education, as well as of the Atlanta development, he suggested the possibility of an informal conference of the Presidents and Board Secretaries interested in the Atlanta institutions. I understand it to be his thought that such a conference would give opportunity for an exchange of ideas, and might develop plans for wider cooperation in the higher education of Negroes in Atlanta.

With this in mind, I have taken opportunity to confer with the Standing Committee on Cooperation of our Board of Education. Their deliberations begun by recognizing that the Methodist Episcopal Church has no desire to relinquish or reduce its responsibilities for educational work among Negroes in Atlanta. The Committee recognized, however, that the educational work in Atlanta could be made more effective if all institutions of higher learning for Negroes should be correlated into one general unified plan of college and university scope. In this plan there should be one organized, self contained unit which gives itself essentially to graduate work, and it may fairly be assumed that recent developments have tended to make Atlanta University such a graduate unit. It was further assumed that the various supporting bodies should continue to be responsible for the maintenance of their individual colleges as parts of the whole plan. If such assumptions as these are accepted as the basis for further developments, it would seem that the three following items might well be considered:

(1) The colleges, Clark, Morehouse, Morris Brown, and Spelman, should continue as at present under their several Trustee Boards, and should offer standard work for the bachelor's degree.

(2) Atlanta University, as recent developments contemplate, should offer only such courses as may apply toward advanced degrees. It should be entirely

separate and distinct from the colleges in organization and physical plant. It appears that its position would be strengthened and its opportunity for service materially increased if it should invite each of the four colleges into an affiliated relationship to itself. In this event the Atlanta University Board of Trustees might properly include certain members chosen by, or at least nominated by each of the affiliated schools, probably three from each institution. Additional members not related to these institutions might be added as desired.

(5) Gammon Theological Seminary could properly fill the place of a theological school in the university organization. In such event, it would expect to extend what has already been commenced and make its faculty and Trustee Board still more broadly representative of the various denominations. Gammon should aim to provide facilities for race-wide ministerial training.

[illegible] above [illegible] consideration, no doubt the whole matter will need to be referred to a committee for the working out of details. I have endeavored to suggest here simply the trend of the thinking of the Committee of our Board.

With kindest personal regards and best wishes for this New Year, I am

Sincerely yours,

225 [illegible]
2700

September 30, 1933

The General Education Board
49 West 49th Street
New York, New York

Sirs:

I hereby certify that the following is a full and complete list of the Assets and Liabilities of Bethune-Cookman College at June 30, 1933:

ASSETS:

Cash in Bank	$ 32.33	
Students Accts Receivable	4,831.56	
General Accts Receivable	14.97	
Interest Receivable	114.00	
Pledges Receivable	3,750.00	
Suspense Checks	158.00	
Gifts & Pledges Receivable	7,000.00	
Total Assets -		$15,900.86

LIABILITIES:

Accounts Payable	3,088.47	
Notes Payable	10,185.88	
Accrued Salaries	2,417.09	
Deferred Interest	920.52	
Unused Scholarships	45.00	
Designated Donations	72.00	
Total Liabilities, June 30, 1933		$16,728.96
We have paid on these obligations tb September 30, 1933, from Assets of the year 1932-33 -		3,647.88
Leaving the total Liabilities September 30, 1933 - - - - - - -		$13,081.08
Balance of Pledge Receivable from the Rosenwald Fund, payable in the school year 1933-34 - - - - - - - -	$ 1,875.00	
Conditional Pledge of the General Education Board -	1,250.00	
		3,125.00
DEFICIT		$ 9,956.08

President of the College

Bds

GEB Grants

GENERAL EDUCATION BOARD
49 WEST 49TH STREET, NEW YORK

TO

Bethune-Cookman College
Mrs. Mary McLeod Bethune
Daytona Beach, Florida

VOUCHER No. 421181

DATE November 17, 1942

THE CHECK ENCLOSED IS TENDERED IN FULL PAYMENT OF THE FOLLOWING:

Second payment on grant for purchase of books for the library.	$ 750.00

As requested in your letter to Mr. W. W. Brierley
dated November 10, 1942.

NO ACKNOWLEDGMENT REQUIRED. THE CANCELLED CHECK WILL BE REGARDED AS A RECEIPT.

FORM G1

NOTES FROM DR. M. J. HOLMES -

I - Re - Approach on the Emergency Aid appeal to the General Education Board, following up Mr. Favrot's visit by a report to him. Send copy of report to Dr. Holmes, who will make any comments on the basis of the report, to strengthen the appeal for educational funds as he may deem wise.

You will find that the estimate will show a gap of 5 or 6 thousand dollars.

Lower expectations from Donations

Send copy also to Mr. Armour.

State that report was prepared after Dr. Holmes' visit here.

II - Re - Endowment and Building Fund -

Memorandum of Suggestion -

The trustees are still desiring to meet the conditions of the General Education Board grant for building funds as offered ______ date, but their judgment is that this entire objective is not likely to be realized. Therefore, they wish to ask for a modification of the conditions of this offer, somewhat as follows:

~~Modified~~ Plans for the two buildings now urgently needed - Science hall and Dining Hall - are being somewhat modified to reduce costs. Estimates now bid indicate that the revised plans will cost approximately, for the Science Hall $55,000 and for the Dining Hall $25,000, including equipment in both cases.

In order that the school may close the current year without any indebtedness, it will be necessary to secure $7,466.82 to clear up the accumulated deficit as of July 1, and approximately six thousand dollars to complete this year's budget needs. The trustees desire and request that the General Education Board modify its offer with a view to supplying as large a share as possible of the $80,000 required for buildings and equipment, with the assumption that the college will be able, by June 30, to provide the balance for building and to clear budget deficits, including the preceding deficit.

It is the judgment of the Committee that if the General Education Board could offer $55,000 toward the building program, that the balance to complete the financial program as outlined above can be secured.

Is the way open to present a formal request of this nature to the General Education Board.

Send copy of above to Dr. Holmes.

In column 2 after showing the figures of the books, make adjustments conforming these figures to budget expectations. Budget based not on total charges but on cash receipts. 75% of charges. Subtract from figure in

Column 2 - the 2 scholarship grants, unpaid bills and the result will be the actual figure.

Special Correspondence Goodman, Emma

May 3I, I940

Mrs. C. M. Ranslow
Bethune-Cookman College
Daytona Beach, Florida

Don. Books

Dear Mrs. Ranslow:

In the absence of Mrs. Mary Bethune may I take the liberty of addressing this letter to you.

During the past month, after receiving a letter from Mrs. Bethune from Washington, just prior to her entrance to John Hopkins, I started a drive throughout the country among my acquaintances for books for the library of the college. I have received many encouraging letters and to date have been informed many books have been sent by the following:

Mr. George Francis, San Jose, Calif.
Mrs. Kendall Cowes ✓
Mrs. Pauline Goodman
Mrs. Dolores Jacquement
Mrs. Emma Scott Jones
Mr. Dave Ruggles
Mrs. Antonia Hale
Mrs. N. Duminie
Mrs. Murray
Mrs. Welch
all of San Francisco, Calif.
Mrs. Harry Philipps of Sacramento, ✓ Calif.
Mrs. Robinson " "
Miss Gertrude Moore of Los Angeles, Calif.
Mrs. Jack Yellen, Buffalo, N. Y.

and I have sent two large shipments of books from Chicago and one large shipment from Detroit. I hope all the above have been received in good order.

I do not know if it is the custom of the college to acknowledge receipt of these donations and if it is not customary may I be allowed to send plain post-cards so a note of thanks can be forwarded in the name of the college. I mention this only because I feel this little card of thanks will act as a incentive for the donor to continue this work from time to time.

I am enclosing self-addressed stamped envelope may I urge an immediate reply and may I also ask for Mrs. Bethune's address.

Thanking you in anticipation, I beg to remain

Very truly yours,
E. Eleanora Goodman

Haunted Book Shop
1540 Broadway
Detroit, Michigan

DETROIT, MICH.
MAY 29
3-PM
1940
2

AIR MAIL

THIS SIDE OF CARD IS FOR ADDRESS

2 Form
Chicago
2 Direct
2 Form

To the Library
Bethune-Cookman
Daytona Beach, Florida

May 27
11 28

Haunted Book Shop
1540 Broadway
Detroit, Michigan

DETROIT, MICH.
MAY 29
3-PM
1940
2

AIR MAIL

THIS SIDE OF CARD IS FOR ADDRESS

To the Library:

Bethune-Cookman

Daytona Beach, Florida

Dover

May 29, 1940

Gentlemen:

This is to notify you that Emma Goodman of 708 Diamond Street, San Francisco, California, has purchased a lot of 32 books from us, and I am shipping them to you today.

Yours very truly,

Henry Burke

Henry Burke, Prop.

HAUNTED BOOK SHOP
1540 BROADWAY - CAD. 0563

Dover

May 29, 1940

Gentlemen:

This is to notify you that Emma Goodman of 708 Diamond Street, San Francisco, California, has purchased a lot of 32 books from us, and we are shipping them to you today via express.

Yours very truly,

Henry Burke

Henry Burke, Prop.

HAUNTED BOOK SHOP
1540 BROADWAY - CAD. 0563

June 3, 1940

Miss Emma E. Goodman
708 Diamond Street
San Francisco, California

Dear Miss Goodman:

May we express our sincere gratitude to you for your interest and confidence in Bethune-Cookman College and for the large lots of books you have had sent down to our Library. We have received two large lots of books from the Haunted Book Shop, Detroit, Michigan, two lots from the Columbia Education Books Inc., Chicago and two boxes sent directly from you. These valuable books have been placed in our Library where they will be used by the students and teachers of the community as well as the students and teachers of Bethune-Cookman.

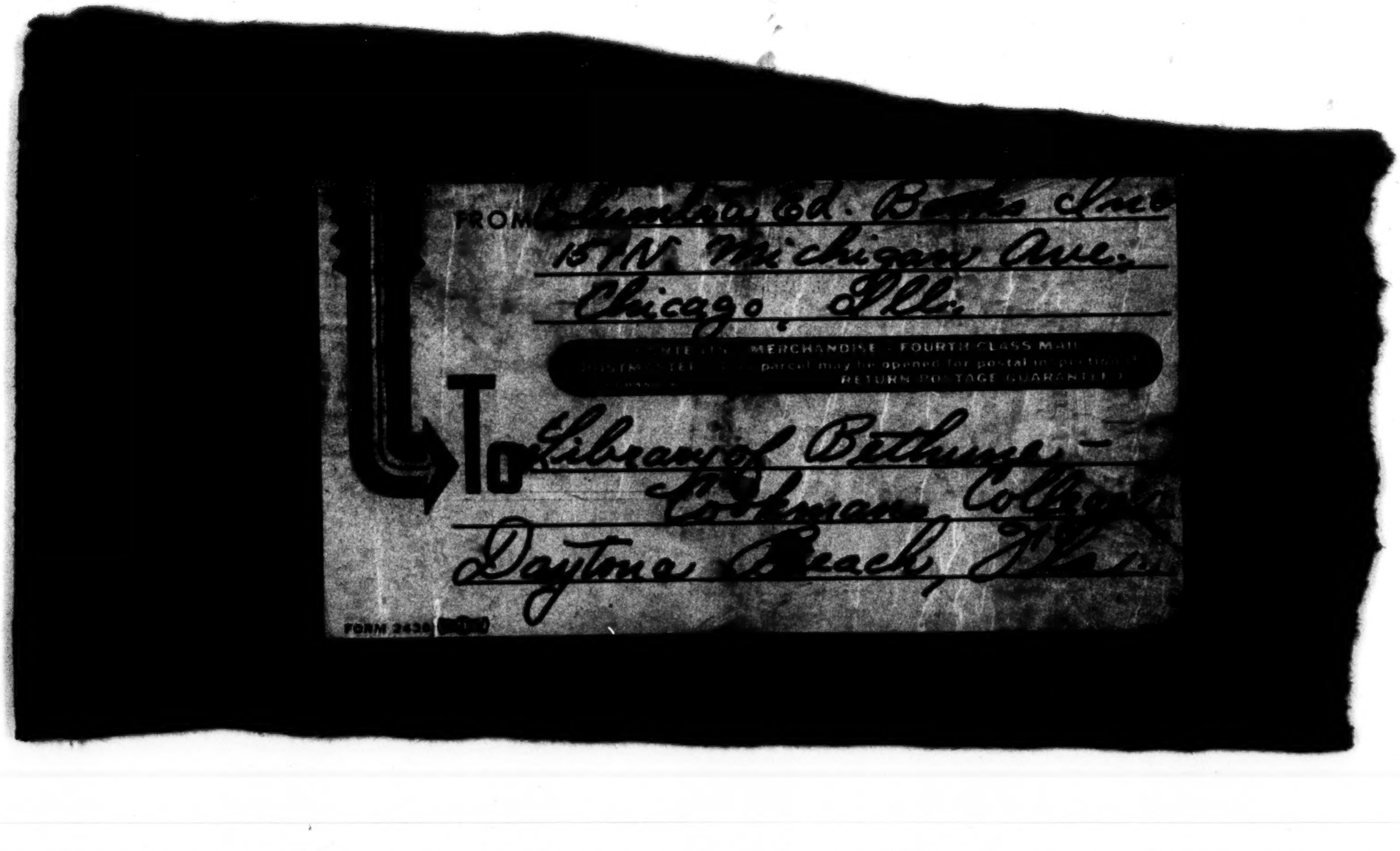
Our small library is the only library in this vicinity for colored people and we are greatly in need of books to accommodate our people here. It is so encouraging to have a friend like you to become interested in our College and give material aid where it is so much needed during these strenuous days. May God bless you and may you continue thoughtful of us and prayerful for us. We are so grateful for your interest and cooperation.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ent



FROM Columbia Ed. Books Inc.
15 N. Michigan Ave.
Chicago, Ill.

CONTENTS: MERCHANDISE - FOURTH CLASS MAIL
POSTMASTER: This parcel may be opened for postal inspection if necessary. RETURN POSTAGE GUARANTEED

TO Library of Bethune-
Cookman College
Daytona Beach, Fla.

FORM 2436 [illegible]

June 11, 1940.

Mrs. E. E. Goodman,
708 Diamond Street,

San Francisco, California.

Dear Mrs. Goodman:

On behalf of the students and teachers of Bethune-Cookman College, we wish to express deep gratitude to you for the gifts of books for our Library, which have been received as a result of your Book Drive.

Mrs. Ranslow received your kind letter and gave to us for our records, the list of friends who have donated books. We have received packages of books from many of the friends whose names you sent, and have sent letters of acknowledgment and appreciation. It is the custom of the Institution to send notes of appreciation for all gifts of whatever nature. If, however, you desire to send cards of thanks for this splendid cooperation with your Drive, it will be doubly helpful in encouraging these friends. We would greatly appreciate it also if you would be kind enough to send us the addresses of these friends, in order that our records may be complete. In some instances packages of books have been received with just the return address and no name, and in such instances the usual acknowledgment has not been sent. The books from Chicago and from Detroit have been received in good order, and our Librarian is now preparing them for the shelves.

Mrs. Bethune was released from Johns Hopkins Hospital on June first. She is now in Washington, trying to regain her strength. She may be reached at 1812 Ninth Street, Northwest.

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

June 18, 1940.

Mrs. Pauline Goodman,
708 Diamond Street,

San Francisco, California.

My dear Mrs. Goodman,

As a result of the friendship and interest of Mrs. Emma E. Goodman, of San Francisco, we have received gifts of Books for our Library, through the medium of a unique "Book Drive for Bethune-Cookman", from friends all over the country.

We have received the shipment of fiction and reference books you have sent to the College and wish to express our deep gratitude to you for this gift.

Bethune-Cookman has such great need for library books. The young people who come to us for teacher-training, junior college and industrial courses have not had the advantage of modern library facilities before coming to this Institution. Our Library has been so inadequate to meet their needs, and to satisfy their craving for good literature. Our Library is the Community Library, too, and is used by the public school teachers and students of Daytona Beach, for they have no Library of their own.

Your response to Mrs. Goodman's appeal, and your gifts to Bethune-Cookman Library are heartening to my faculty and to me, for we have struggled so long to make possible the fullest development of the young people who come to us each year.

Please be assured of our warmest appreciation for this significant evidence of your interest in our work.

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

June I7, I940

List of names and addresses of those who have sent books.

Mrs. Pauline Goodman
708 Diamond Street ✓
San Francisco, Calif.

Members of the California Woman's Club
c/o Mrs. Lauretta Butler
9I5 Austin St. ✓
Los Angeles, Calif.

Mrs. Alice Butler
I9I4 Sutter Street ✓
San Franicsco, Calif.

Mrs. Mary Mulnix ✓
734 Diamond Street
San Francisco, Calif.

Mr. & Mrs. Kendall Cowes ✓
2764 Golden Gate Avenue ✓
San Francisco, Calif. ✓

Books from the last name listed, above were posted with those of Mrs. McCants Stewart at the same address. I mention this so a letter of thanks can be sent to both parties.

Mr. Ed Crum, 69I O'Farrell St. San Francisco, Calif. ✓

Mr. & Mrs. George Francis, 326 North 20th St. San Jose, Calif. ✓

Mr. & Mrs. J. A. Foreman, 727 8th Avenue, San Francisco, Calif. ✓

Mrs. Jewel Fineman, 5I4 East 6Ist Street, Chicago, Illinois ✓

Encyclopaedia – Encyclopedia

The Set of Britannicas is the Gift of
Mrs. Antonia Hale
I800 Franklin Street ✓
Apt 404
San Francisco, Calif

Miss Anna Forman ✓
80 Rockland St
Roxbury, Mass

Goodman Family ✓
708 Diamond Street
San Francisco, Calif

these books were posted from Chicago Central Book Store.

Mrs. Dolores Jacquement 899 40th Avenue San Francisco, Calif.

Mrs. Madge Shepherd
1903 9th Avenue
San Francisco, Calif

Mrs. Murray
706 Diamond Street ✓
San Francisco, Calif.

Mrs. Harry Philipps
2209 14th Avenue
Sacramento, Calif. ✓

Mrs. Emma Scott Jones
378 8th Avenue
San Francisco, Calif.

Mrs. Beatrice White
549 East 50th Street
Chicago, ILL.

Mrs. Adah Wilson
2622 Sutter Street ✓
San Francisco, Calif.

Mrs.Richard Williamson
3038 California St.
San Francisco, Calif.

Mrs. J. Welch
722 Diamond Street
San Francisco, Calif.

Mr. Dave Ruggles
1937 Ellis Street
San Francisco, Calif.

Miss Gertrude Moore
2023½ West 28th St.
Los Angeles, Calif.

Mr. Landi
c/o Standard American Encyclopedia Co.
537 South Dearborn St. Chicago, Ill

Special letter

I contacted Mr. Landi by telephone stated the purpose of my call and he readily consented to donate a set of new encyclopedias to the college, may I therefore urge that a very fine letter of thanks be sent to him personally for his splendid cooperation in this drive.

Mr. & Mrs. Mike Cusack
3860 Flournoy Street
Chicago, ILL

Mr. Jimmy Daley
c/o Mr. Mike Cusack
3860 Flournoy St.
Chicago, Ill.

Mrs. Maude Hutchinson
1037½ South Fedora St
Los Angeles, Calif

Mr. Jack Yellen
Springville
near Buffalo, New York

Rev. Father Haines
3rd Baptist Church
Clay and Hyde Sts.
San Francisco, Calif.

Mrs. Joe Moss
200 West 54th Street ✓
New York, N. Y.

Received

Mrs. Esther Poncher
Sheridan Beach Hotel
7300 Sheridan Road ✓
Chicago, Ill

Mrs. Leederman ✓
5200 Sheridan Road
Chicago, Ill

Books from the last three mentioned were given to me and posted by me with other books in New York City and Chicago.

A gentleman from the south side of Chicago, whose name I do not know sent books.

Special letter

Atty.Truman Gibson has promised to send about two hundred books to the College at the close of the Afro American Exposition , early in September. I have note on my calendar to remind him of this promise.

Atty Truman Gibson
3632 South Parkway
Chicago, Ill.

Dr. Bousfield
c/o Julius Rosenwald Fund
49th and Drexel Blvd
Chicago, Ill.

Dr. Bousfield has promised to send books at regular intervals.

Miss Kitty Barry ✓
Jersey Street
between Diamond and Douglas Sts.
San Francisco, Calif.

✓

Miss Beatrice White,(who is employed by the Chicago Defender and whose home address appears above) is contacting the paper re-advertisements for our book drive.

Emma Goodman
FROM
708 - Diamond St
San Francisco
California

Donors

June 18, 1940

Miss Emma E. Goodman,
708 Diamond Street,
San Francisco, California.

Dear Mrs. Goodman:

We are simply elated with the response to your "Book Drive for Bethune-Cookman College." Two or three packages of books come in daily and our Librarian assures us of their great value as addition to our book collection. We cannot thank you enough for this generous help, and for the far-reaching influence of this service to Bethune-Cookman.

Thank you so much for the list of names and full addresses of all donors. We are now able to credit each donor with the books sent, whether they were sent from Chicago, or Detroit, or from California. Packages have also come in from New York, and we note the donors of these books. The Set of Encyclopaedia Brittanica has just been received this week, also the beautiful set of American Encyclopaedia. Today we received a package of fiction and copies of "Readers Digest" from the Central Book Store, Chicago.

We are sending letters of acknowledgment and deep gratitude to all donors, with special letters to those you indicated as giving special consideration to this need. We will advise you as other packages are received, and the names and addresses of the donors.

We have a Laboratory School on the campus, in connection with the Teacher-Training Courses. In this little school, our Librarian set up a little Library of all of the childrens' books we had on hand. We will welcome additions to this library of childrens' books.

May we express again, our deepest appreciation for this valuable contribution you are making to Bethune-Cookman College.

Sincerely yours,

Bertha L. Mitchell, Secretary.

June 19, 1940

Goodman Family
708 Diamond Street
San Francisco, California

My dear Friends,

As a result of the friendship and interest of Mrs. Emma E. Goodman, of San Francisco, we have received gifts of Books for our Library, through the medium of a unique "Book Drive for Bethune-Cookman", from friends all over the country.

We have received the set of Encyclopedia Britannica you have sent to the College and wish to express our deep gratitude to you for this gift.

Bethune-Cookman has such great need for Library books. The young people who come to us for teacher-training, junior college and industrial courses have not had the advantage of modern library facilities before coming to this Institution. Our Library has been so inadequate to meet their needs, and to satisfy their craving for good literature. Our Library is the Community Library, too, and is used by the public school teachers and students of Daytona Beach, for they have no Library of their own.

Your response to Mrs. Goodman's appeal, and your gifts to Bethune-Cookman Library are heartening to my faculty and to me, for we have struggled so long to make possible the fullest development of the young people who come to us each year.

Please be assured of our warmest appreciation for this significant evidence of your interest in our work.

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

Donor

708-Diamond St
San Francisco Calif
Feb 10-41

Librarian
Bethune-Cookman College
Daytona Beach, Florida

Dear Madame:

Mrs Ella Fisher - 3663-21st St San Francisco, Calif. sent a large box of books in our book drive & she is the only donor who has not received a letter of thanks in the name of the college

I would greatly appreciate your sending her a letter at your very earliest convenience, more books will be sent from time to time

Thanking you in anticipation I beg to remain

Very truly yours,
Emma Goodman

February 13, 1941

Miss Emma Goodman
708 Diamond Street
San Francisco, California

My dear Miss Goodman:

Your letter of February 10, addressed to the Librarian, has been referred to this office. We are very sorry that Mrs. Fisher did not receive her letter of thanks from the College. We are writing her today thanking her for her interest in Bethune-Cookman College and for the efforts she has put forth in behalf of our Library.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Donor

March 22, 1941

Mrs. Emma Goodman
708 Diamond Street
San Francisco, California

My dear Mrs. Goodman:

Your warm interest and generous kindness in the soliciting and sending of books to our little library is a valued contribution to our Institution. We can never thank you enough for it, dear friend.

The recently-sent package of books has been received and turned over to the Library. Through the efforts you have put forth in behalf of this department and the efforts of other friends all over the country, we have four thousand additional volumes in the library at this time and we are now trying to secure a new building to adequately house this splendid collection.

May we express to you again, and to all of the generous new friends whom you have interested in our work, our heartfelt gratitude.

Sincerely yours,

Mary McLeod Bethune.

MMB"m

Donor

April 9, 1941

Miss Emma Goodman
708 Diamond Street
San Francisco, California

Dear Miss Goodman:

Bless you for your continued interest in Bethune-Cookman College and for your efforts to secure books for our Library.

Bethune-Cookman College could not continue this much-needed service without the confidence, influence and help of interested friends. Our sane, sound, practical program of human uplift is dependent upon those who believe in it.

Please know that we are grateful to you for the book you recently sent to our Library, which is evidence of your continued interest and confidence in Bethune-Cookman College.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Donor

C
O
P
Y

Send her a copy of Program

Los Angeles, California
February 26, 1942

Dear Mrs. Bethune:

So sorry I will not be able to be with you on Sunday at the dedication of the New Harrison Rhodes Memorial Library building. March first shall mark the dawn of another new era for Bethune-Cookman College. It's library is now more thoroughly equipped to serve its faculty, students and the community.

I am grateful to know that our Book Drive has been a success and hope the new friends will continue to keep the needs of the College in mind.

As I am desirous of seeing this library among the finest in the Country I shall continue with this work until this goal has been achieved.

Best wishes and kindest regards,

Very truly yours

(Miss) Emma Goodman

Eloise
Send nice letter in reply

Oct 7-42

Dear Mrs Bethune:

My Sister Miss Edna Goodman sent a fine set of Standard Reference Books, a box of children books was sent by Mrs Alma Trask - 700 - Diamond St. San Francisco and another box of books have been sent by Mr Jack Yellen Park Central Hotel, New York City and I know when these boxes have been received the usual letter of thanks shall be sent.

I am very happy with results obtained in my book drive, proud that through my untiring efforts & the help of many friends a library has been made possible and now occupies a site on the campus - available to students faculty members and those of the community. This achievement shall prove a great incentive for me to continue and not relax any effort until I have made the library the greatest in the south.

Hoping you are now in healths' best and that someday I may have the pleasure of meeting you.

With kindest regards I beg to remain

Very truly yours,

Miss Emma Goodman

October 15, 1942

Miss Emma Goodman
708 Diamond Street
San Francisco, California

Dear Miss Goodman:

May we thank you for your letter of October 7, relative to the books that are being sent in by your sister and other friends.

Miss Goodman, I can never find words enough to tell you how grateful we are for your continued warm interest and generous kindness in the soliciting and sending of books to our Library.

Our work moves forward in a most satisfactory manner. Students are keenly alive to the seriousness of our National situation and they are applying themselves to their tasks with renewed concentration. Christian institutions of the type of Bethune-Cookman have a real service to render during these days of unrest. The confidence and aid of friends like you enable us to carry on.

Please be assured of our deep appreciation for this very valued contribution you are making to our Institution.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

708 Diamond Street
San Francisco, California

Miss Bertha L. Mitchell
Bethune*Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

Please accept my thanks for your very cordial letter of the IIth inst.

Since writing from Detroit to Mrs. Ranslow, I have sent two packages of books from Chicago. A set of Britannicas twenty nine volumes and another package of books were also posted in Chicago by the Central Book Store. Hope all have been received in good order.

Am enclosing list of names and addresses of my friends who have sent books to date. Please advise if all have been received.

Please to note letters of acknowledgement have been sent and will continue to be sent to all donors and I shall also send my personal card of thanks. Am anxious to add two thousand volumes to the library and we can only make this possible by expressing our gratitude in this small way.

Would appreciate your advising when books are received from time to time and also enclosing name and address of sender. Mail sent to above address will always reach me without delay.

Many have inquired if children books are needed? If so they will also be included.

Thanking you in anticipation of an early reply, I beg to remain

Very truly yours,

Miss Emma E. Goodman

Donor

With compliments of

Miss Emma Goodman
708 Diamond Street
San Francisco, Calif.

1 Set Kipling
10 vol.

1 Set of Robert Louis Stevenson
10 volumes

Friday

Dear Mrs Bethune:

Mr & Mrs John Fisher 3663 - 21st Street, San Francisco, Calif. sent a box of books several weeks ago please do you know if same has been received?

I would appreciate you sending a letter of thanks to them & also to

Miss Radie Harris!
25 Central Park West
New York, N.Y.

Hoping you are enjoying the very best of health I am

Sincerely,
Emma Goodman

Special Correspondence Mitchell, Bertha

July 25, 1931.

Miss Bertha L. Loving,
5170 South Parkway,
c/o [illegible],
Chicago, Illinois.

My dear Lovey,

Your beautiful, long, and interesting letter has reached me. I am so happy to know that you and Ruth had such a pleasant and comfortable trip up and that everything goes well with you.

[illegible] you [illegible] me [illegible] the last minute, and I [illegible] [illegible] could have [illegible] [illegible] and the [illegible] of [illegible] which you left for my [illegible] [illegible] everything. I [illegible] that I have the deepest [illegible] and appreciation for your [illegible], your loyalty and your [illegible] [illegible] in every phase of my work, and the work of the institution. I would not give you up for any Secretary I know – I want to keep you always, if possible.

I don't want you to overtax yourself – if you find that you are tired, forget about study this summer and just rest and get some wholesome diversion, so that your mind will be clear, your body [illegible] and your temper [illegible] for work next year. I think both of us need at least four weeks of real [illegible] [illegible] for the big task which is before us for the coming school year. It may be possible for us to secure, through Mr. Arthur, a scholarship for you for study another year. While you are in Chicago be sure to call upon Mr. Arthur and secure from him information as to how our [illegible] Department can be helped through him. [illegible] I have never understood why Margaret's application received no consideration.

I hear that [illegible] is happy with her husband. I am also [illegible] [illegible] [illegible] a new field for her efficient [illegible]. [illegible] [illegible] [illegible]. She has left every-thing [illegible] [illegible] proud of [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] I hope that the school [illegible] [illegible] [illegible].

As to the Business Office. Our plans are not complete. We think that Mr. Long will take over the work, although he has not given us a formal acceptance to the offer we made. If he accepts the position as Business Manager, we will transfer Margaret to his office as bookkeeper and secretary. We think that under him she will soon get into the trend of things. She has consented to give this work a trial. I am sure you and Mrs. Martin will give her any suggestions and help you can until she is fully broken into the work. It will be impossible for us to bring in a new worker at this time.

I am greatly concerned at this time as to our salary list - it may be that we will have to reduce some of the salaries from the figures previously stated. I received a letter Dr. Holmes yesterday in which he made the following statements.

> "The Board anticipates that the amount available for Institutions for Negroes this coming year will be two-thirds that which was appropriated last year. The distribution of the fund is consequently on a two-thirds basis. The appropriation for Bethune-Cookman College is therefore $9,[illegible]. It is customary to send the appropriation to the schools in nine monthly checks, and deduct any advance payments from the earlier checks of the school year. Collection of student fees and Annual Conference collections are normally better in the fall than in the spring. The schedule for the payments to Bethune-Cookman College therefore should be as follows:
>
> | | |
> |---|---|
> | Advance payment - - - - - - - - | $[illegible] |
> | January Check | [illegible] |
> | Five checks, February, March, April, May, June @ $[illegible] | [illegible] |
> | | $9,[illegible] |
>
> A separate communication will deal with the question of budget and organization for next year."

Bob, Lovey dear, you see the task before us. I am almost discouraged. Where will the money come from to meet the teachers' salaries and other items? In the case that that the plans for the Business Manager works out, it will be necessary for your salary to revert to that of last year. The figure of Mr. Long's salary has not been decided upon as yet.

You misunderstood me, by [illegible] in regards to the arrangements and financial compensation for Mrs. [illegible]'s summer work. I told you that I would be willing to [illegible] and would arrange to pay her a [illegible] salary of $[illegible] [illegible] and that she would have to [illegible]. I did not know until this morning that she was [illegible]. However, we have satisfactorily adjusted the matter and Mrs. [illegible] will board [illegible] of my house, beginning August 1st.

We were able to pay out of the [illegible] the $[illegible].00 from the [illegible] all of the [illegible] accounts. [illegible] for the purpose of [illegible] the very best we could.

[illegible]

[illegible]

I received the following telegram last week.

[illegible]

MRS. MARY McLEOD BETHUNE
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA.

INVITING YOU TO NEW YORK [illegible] OUR BIG INTERRACIAL [illegible]

[illegible]

1313 Fifth Ave. So,
St. Petersburg, Fla,
Oct. 7, 1932.

My dear Miss Loving:—

Owing to the fact that matters have been straightened out at F.A.&M. College where (Florine) my foster daughter has been attending, she went back there where she had already started her course.

Wish to thank Mrs Bethune through you for your prompt reply and courtesy. We feel that Bethune-Cookman is the place and may be able to send you some child later. Our own children will be going to College soon.

Again thanking you,
Yours truly
F. A. Gonder

MARY McLEOD BETHUNE, PRESIDENT

BETHUNE-COOKMAN COLLEGE
(FORMERLY THE DAYTONA NORMAL AND INDUSTRIAL INSTITUTE)
OFFICE OF THE PRESIDENT
DAYTONA BEACH, FLORIDA

October 8, 1932

My dear Miss Loving:

Thanks for your letter. I am glad to know that things are going on well there. I have accomplished much, I think. I am doing the very best I can.

I would be glad if you will send me a small batch the little leaflet "All God's Chillun God Wings" and the one on Faith. I find that I had very few in my bag. If you can get them to me by Wednesday, I shall appreciate it.

I shall possibly go on to Daytona Beach from Baltimore unless some important engagement calls me back to New York. At any rate, expect me the latter part of next week.

Love to all.

Sincerely yours,

Mary McLeod Bethune

Miss Berthe Loving
Bethune-Cookman College
Daytona Beach, Florida

MARY McLEOD BETHUNE, PRESIDENT

~~XXXXXXXXXXXXX~~

BETHUNE-COOKMAN COLLEGE
(FORMERLY THE DAYTONA NORMAL AND INDUSTRIAL INSTITUTE)
OFFICE OF THE PRESIDENT
DAYTONA BEACH, FLORIDA

239 West 131st Street
New York City
October 5, 1932

Miss Berthe N. Loving
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Loving;

I hope things are going well there. I shall remain here possibly ten or fifteen days. I shall speak in Baltimore on the 14th. If you hear of anyone coming up on the 15th and will have a round trip ticket, arrange for me to secure it. I expect to leave Baltimore for Daytona Beach about the 16th as I now see things.

Bishop Keeney is holding his Aerial Council at Bethune-Cookman on the 21st. It will be an all day session beginning at 11 A.M. Dinner will have to be served to the group. I am writing to Mr. Coleman so that he can ascertain how many people will be there. I will be home in time for for the Council. Bishop Keeney will arrive on the 20th but will go directly to the hotel. This meeting is to be the World Service Rally.

I am sending you a list of the members of the Bethune-Cookman College Club of New York. I have been informed by the president that none of the members of the organization receive the Advocate other than herself, or gets any notice of any of the happenings of Bethune-Cookman; therefore it is holding up the interest of the members in the College and trying to keep up the interest has been a serious and hard task. Please see to it that all notices of interest and are worthwhile and any invitations that are sent out from the College be sent to this group and that the president in particular be notified of any undertaking, such as rallies, the appearance of Roland Hayes etc. so that she can keep the group informed. Also see that a copy of the names be turned over to Mrs. Scott for whatever purpose her office might be able to use them.

Inform the Dean that I am doing what I can to help secure an instructor in French. I found that Miss White whom we had engaged is an enemic. She did not have an accident but an exhaustion spell. Her parents feel that coming to Florida and being under a special doctor's care will help her, but I feel that a person in her condition cannot do our work. She is still in the hospital. I have been talking to Mrs. Boutte but possibilities are that we may not be able to secure her as I see things now. I wrote to Baltimore yesterday to see if the wife of Lawyer Hughes, son of W. H. A. Hughes, whose wife has her Masters in French, so Mrs. Scott tells me, might come to us. In the meantime, tell the Dean to go forward with his search and we shall not cross wires because I shall not definitely engage anybody until I hear from him.

I shall possibly run into Boston, New Haven and Springfield this week. Dr. Holmes is here in New York. I have not seen him but I am hoping to see him tomorrow. I had a splendid conference with the General Education Board and Mr. Frothingham this morning.

Enclosed you will find checks to the amount of $1025 to be sent on to Chicago. Please hold this in abeyance for the meeting of salaries at the close of the month. If we get this doubled it will help take care of this end. I am doing all I can. These are tense times.

Ask Mr. Stanah to work close with you on paying of the accounts until I get there. Give Mrs. Ranslow, Mrs. Stewart and Mrs. Davis such information from this letter that will interest them.

Remember you are my little brick. Stand by. Help the dean. Help the business office. I think I will plan something definite for the quartet before having them leave home. I hope we will get the work lined up for Florida, Georgia and South Carolina for the glee club and the orchestra. Have Albert make the engagements for us.

I have not seen Rebecca but Arabella says she is well and well situated.

Love to all.

Sincerely yours,

Mary McLeod Bethune

MARY McLEOD BETHUNE, PRESIDENT

XXXXXXXXXXXXXXX

BETHUNE-COOKMAN COLLEGE
(FORMERLY THE DAYTONA NORMAL AND INDUSTRIAL INSTITUTE)
DAYTONA BEACH, FLORIDA

OFFICE OF THE PRESIDENT

239 West 131st Street
New York City
October 6, 1932

Miss Berthe Loving
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Loving:

I am enclosing a check for $500. Please send it on to the Board in Chicago and send an official receipt to Miss F. E. White, 2 Pierrepont Place, Brooklyn, New York. I forgot to route the $1000 from Miss Frothingham through our treasurer here. Please be kind enough, when it is returned to you, to send it to Mr. Meigs as coming from Miss Frothingham and he will then send a check from the Association. Remember we are not to send the money we receive from the Whites through the Association in New York.

I received your telegram today but do not understand its contents. I hope I get a full letter tomorrow giving me details as to how things are going there.

I am doing what I can to help line up a French teacher. If you get anything definite on that end, be sure to inform me.

Sincerely yours,

Mary McLeod Bethune

C O P Y

December 20, 1932.

Miss Bertha N. Loving,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Miss Loving:

I wish you would act as chairman of a committee, with Mr. Stannah and Miss Johnson as members, to look through all offices on the campus and ascertain the condition of the typerwiters and office machines that are being used, the arrangement of supply closets and make a check upon departmental inventories. Please report your findings to my office, indicating, in the matter of the inventories, what new supplies and equipment have been added in the several departments and what supplies and equipment have been used or misplaced. I shall be glad to get this report as soon as you can possibly give it.

I am sending copy of this note to Mr. Stannah and one to Miss Johnson.

Sincerely yours,

Mary McLeod Bethune.

mmb-bnl

Duties which fall to the Secretaries in the President's Office, Bethune-Cookman College -

1 - President's Dictation of General, Personal, Board, Philanthropic Organization, Teachers and Prospective Teachers, Donors, Friends letters

2 - President's national, sectional and state affiliation correspondence, personal publicity, interracial affiliation

3 - Donors Correspondence - Record of all donations - letters of acknowledgment and appreciation and Appeals

4 - Sorting of all Mail - Forwarding of Mail - Receiving and classifying President's Mail
5 - President's Personal Accounts - Bookkeeping - Reports
6 - Engagements, Interviews, extension work in connection with maintenance campaigns
7 - Telephone, Messages, Valuable Mail, Telegrams, Receiving Visitors, dispensing literature, registration of visitors
8 - PUBLICITY - Articles, weekly, to state and national press, Composed and typed, duplicated and released. Cards, Display Ads, Church, School and Hotel Notices weekly, for Community Meeting. Same procedure for any other special event. Bi-weekly articles to local papers. Clipping of articles after they appear in the papers. Posters, placards THOUGHT.
9 - All secretarial work in connection with notices, minutes, follow-up, letters and records of Executive Committee and Trustee Board.
10 - Bookkeeping, files and records, notices and acknowledgments, in connection with the Capital Fund Campaign.

11 - Bookkeeping, files and records, notices and acknowledgments, complete bi-yearly lists of all pledgees, amounts and dates to all ministers and superintendents, in connection with Maintenance campaign.

12 - Filing of all letters, reports, applications, in twelve classified filing departments - Teachers'Correspondence, General Correspondence, General Classified (including work of departments, musical engagements, etc.) Student Correspondence, Publicity (articles, Ads, Clippings, etc.) Requisitions and Telegrams, Mailing Lists, Correspondence with and reports to Board of Education, Philanthropic Boards, Trustees, Advisory Board and Personal.

13 - Master Donors File. Classification of Mailing Lists. Geographical, alphabetical classification of donors and prospective donors and friends, for Mrs. Bethune's records (to be used in Eastern campaigns)

(over)

14 - President's personal affairs - Ida Mathis Estate, McLeod Holding Company, secretarial and accounting, general thought regarding general affairs referring to the President.

15 - Conferences and Meetings.

Bethune-Cookman College,
Daytona Beach, Florida,
January 2nd, 1932.

My dear President Bethune:

Pursuant to our brief conversation this morning, I am thus emphasizing the statement I made in regard to the necessity of having someone to take Mrs. Martin's place when she leaves in March. I do not feel that it is any too early to think about this matter, nor do I wish to have you underrate the importance of maintaining the efficiency of the general office, which, I am inclined to boast, has characterized it for some years. Despite retrenchment in budget expenditures or revision of academic program, the activities of Bethune-Cookman College remain the same. I have been greatly handicapped this year because the departments of maintenance campaign and publicity have been added, totally, to our office program and all assistance in the overflow from your office, withdrawn. I have tried in every possible manner to organize the work in order that it could be done with a minimum number of people. I find, however, that we are doing more work than is commensurate with the fullest efficiency in any office and then some things - some important things - are going undone - chief among them the completion of the master donors' file and the follow-up of regular contributors. I have prepared for your information a rough outline of the work that is being done in our office. We may depend upon student assistance in only the barest mechanical work. To face even a possible prospect of the responsibility here, without competent assistance, is appalling.

May I very frankly say that if ever Faith were justified in the employment of a work, it would be in the general office. I believe that the work here - if it is maintained according to the present program and standard (and I dont see how it can be changed this year) is quite as important as the program of the business office, where assistance is provided. Even so, our office handles some of the work which would rightly go to a business office, and certainly gives much time in advisory help.

It is needless to say that I am interested in this work. I certainly hope you will have sufficient confidence in my interest, my judgment and my knowledge of the general situation, to give careful consideration to this important matter.

Last summer, I suggested that a girl, fresh from a good business college, who might be secured for a small salary, be appointed to the business office as bookkeeper. I felt and

I still feel that Miss Johnson would make a much better secretary than she would a bookkeeper. This situation, however unsatisfactory, cannot be changed this year, we have agreed, so I am suggesting - again - that an inexperienced girl, fresh from business college - one who is eager to make a good name for herself, and who will come for a small salary - be appointed to take Mrs. Martin's place. There are many reasons why I desire to have someone to share the responsibility and knowledge of this work with me, Mrs. Bethune.

Very truly yours,

Bertha N. Loving

Bethune-Cookman College,
Daytona Beach, Florida,
January 18th, 1932.

Dear Mrs. Bethune,

Perhaps you think that I am unduly previous in the matter of the work of the front office and the fact that I am worried over the fact that you contemplate leaving it uncovered after Mrs. Martin leaves. On the other hand, you may appreciate the importance to the school of that work and will understand my anxiety.

I just overheard you affirm to the group in your office called to work out student work problems that you had no intention of filling Mrs. Martin's place, but would use Eugene Kemp in this capacity. It is my sincere hope that you will, at least, make this affirmation to me, in view of the fact that you hold me responsible for the work of that office. I honestly think that I can give much better advice about the maintaining of that department than anyone else on this campus. I have received no complaints that the work under my direction has been ill done and I certainly resent being ignored in connection with the plans for it. I was hurt when, last year, the change was made two days after I left, discussed even before I left, and I was left in ignorance of it until I could make no complaint. And, it is not fair to me to accept and receive a reduced salary for increased work when, in mere courtesy to an employee I might have been considered to advise in this as I advise in many other things. It is not my place to demand that the front office work be covered, and I certainly do not overstep my bounds. I certainly do not feel, Mrs. Bethune, that you are considering the matter in the wisest light when you overburden one worker with as much work as these two offices combine. I do not feel that I can answer a constantly-ringing phone, run errands, be a clerk and an executive secretary all at one time. And this in the face of the fact that your other administrative office is maintained with an expenditure greatly in excess of the general salary scale and with negligible results.

You have overlooked the previous letter I sent to you regarding this matter but I am writing again. If Bethune-Cookman is over-organized, it is certainly not in the general and president's offices and I am sure experts would not only agree to that, if they knew of our schedule and hours, but would marvel that there are so many things to be done. I do not shirk work - you know that. If it came to a place where the school could hire only five people and I would be needed to fill more places, I would fill them cheerfully. But I think it would be suicidal for me to try to do a thing I know I cant do, jeopardize my own future here or in any other place where I might work. I feel in my heart that I mean quite as much to Bethune-Cookman as do the other people who receive your courtesy and consideration. And I earnestly request the same courtesy and consideration in the matter of the general office work, before Mrs. Martin leaves. A principle is a principle to me and I think I would be underrating my own intelligence and your administration to, deliberately, cripple your own work without a protest both for myself and for you.

I have no desire to know the many important things about Bethune-Cookman's general office, without having someone to be able to step in my shoes when I leave. It is a foolish thing to be existing for the school. There ought to be a paid worker as clerk in the front office. I maintain that that work - as listed on the sheet I gave to you some days ago - is as important as the neighborhood club work. And though I know that could be proved as conclusively as has been the experiment in the business office, I am, honestly, too interested in the school to advise risking it. Certainly, I do not feel that I can afford to be pointed out as a failure for not doing the work there. And that is certainly what would happen to me if I tried. For example, when you ask for a letter from the files, you ask me. Yet, I have no one to do the filing. If I dont get the letter, I get the blame.

Economy is all well and good, Mrs. Bethune, if it is put in the right place. But there is no economy in crippling your own office in order to maintain other departments on a basis not commensurate with their output.

Very truly yours,

Bertha M. Loving

Atlanta University
Atlanta, Georgia
November 17th., 1933.

My dear, dear "Lovey",

I have just about twenty minutes between lunch and the first afternoon class. I am determined to get a few lines off to you. Would have done so before now, but seally I have been too busy,and still I see no let-up.

And it is all over. I saw an account of the arrival in the Courrier sometime ago. I am happy for you, "Lovey". How is she doing, and what is her name? I would like to see her. She must be a lovely little thing.

Please write to me when you get the time, and let me know all the news. I know you are terribly busy, but try to take a little time. I have not heard from my mother for sometime. I know she is busy and all that, but you know how I am when I can't hear from her. Please give her my love. Tell Margaret that she owes me a letter. I am beginning to feel like I'm out of the question(smile).

Mr. Coleman and Laurence are well. Accept a hello from them. I must stop for it is time for class.

Lovingly yours, "Rod".

Young

December 1, 1933.

My dearest Arabella:

It was sweet of you to say that your club would be responsible for our office curtains. That was good news to all of us for we have been needing them, Oh, so badly for almost two years. I needed no prodding in securing them. [illegible] was secured [illegible] and [illegible] made them promptly. We are now [illegible] in their inspiring "beauty."

Please convey to members of the club of the gratitude not only of the office force but of the many visitors who come in and who, I am sure, will feel the favorable difference between bare windows and those which have been properly dressed.

How are you and why don't you write me occasionally? I want so awfully to hear from you about Marvin, who in my opinion (naturally) is the world's greatest baby. Tell me how Becky is - how she really is.

Very sincerely,

Miss Arabella [illegible],
[illegible] Avenue,
Apartment [illegible],
New York, New York.

[illegible]

Sweden

January 19, 1934.

My dear Dr. Terrell:

It is characteristic of you to be so considerate and thoughtful as is indicated in your telegram, just received. You will understand just how philosophical toward God's ultimate plan I have become when I tell you that my first thought, upon reading the wire, was that Kermit lived such a full and fortunate life and brought so much joy to many of us. I cannot express to you how grateful I am for the wonderful care you have given him during the past two years. You came to my rescue where Kermit was concerned and I shall never forget you for it.

I wish so much that you might see little Marcia. I think that she is the grandest thing that ever happened. She has caused all of your criticisms of me to be totally unfounded for I am the most serious-minded, methodical, dutiful mother to be found.

Thank you again, Dr. Terrell, for all you have done for Kermit and for all you have meant to me.

Sincerely yours,

Dr. J. H. Terrell,
410 North Rosemary,
West Palm Beach, Florida.

P. S. What was the cause for Kermit's death?

Trans.

May 4, 1934.

The Gulf Refining Company
Hurt Building
Atlanta, Georgia

Gentlemen:

We understand that we are to send in the enclosed courtesy card, for another, which is to be used only for the purchase of your products on 30-day account, rather than on 30-day discount account. If you will send us the other card necessary, we will greatly appreciate it.

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

President.

mmb-blm

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION

(54)

SIGNS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

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Received at

1934 OCT 4 AM 11 58

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

JNS56 47 DL=FZ NEWYORK NY 4 1132A

MRS BERTHA L MITCHELL=
BETHUNE COOKMAN COLLEGE SAYTONABEACH FLO=

RETURNING MATTER CALL EXECUTIVE BOARD IMMEDIATELY HAVE COBB TAKE MATTER OVER MUST BE HANDLED FROM THERE SIGN FOR ME AS DIRECTED BY COBB WILL WRITE DR HOLMES AM WORKING HARD NO CASH RETURNS AS YET LETTER FROM YOU REGARDING REGISTRATION CASH FOR RUNNING ETC WILL BE APPRECIATED=

MARY MCLEOD BETHUNE.

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE

MARY McLEOD BETHUNE, PRESIDENT

R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

OFFICE OF
JAMES A. BOND,
DEAN AND REGISTRAR

July 13, 1934

Mrs. B. L. Mitchell, Bursar
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

Answering your note of July 11 I wish to say that the diplomas for the Summer Session have been ordered, paid for, and are now here in the office. Thinking that I would be away, I attempted to arrange in advance as many things as possible. I regret that in so doing I have run counter to your set-up and have possibly caused you some inconvenience. It was in my mind that the procedure of last May would obtain for the rest of the academic year. I regret my misunderstanding. I shall be glad to leave with you the cancelled checks for this expenditure.

The caps and gowns have been ordered. They have not been paid for. I shall be glad to turn over the bill for this item when it comes so that the check of the College can be sent in payment

Please rest assured that from this point on I shall leave the matter of diplomas and caps and gowns in the hands of the Business Office, for at best it is a thankless task with students.

Very truly yours Jas. A. Bond

Bethune-Cookman Coll.
Daytona Beach, Fla.
Oct. 3, 1934.

Dear Mrs. Mitchell:

The girls' side of the Mummies are asking you to please act as one of their sponsers. Please give us an immediate reply.

Thanking you in advance, the Mummies and Zeniths.

Jenny-Cullen Mizelle Pres. Mummies
D.H. Caffey Secy. " " "

Lucie K. Stevens Pres. Zeniths
Thelma V. Glover Secy. " " "

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

September 15,1934

Office of
FLETCHER M. MORTON
DIRECTOR of MEN

Mrs. B.L. Mitchel, Busar:

This note comes to inform you of the condition of the Laundry boiler,which is now under repair. In keeping with the requisition in your office the three flues are being replaced. In addition to this we found that it has become necessary to have a patch welded on the bottom of the boiler,because of the rust-colored condition which has in-capacitated the boiler until this work is done.

The condition reffered to in the above paragraph was caused by permitting a clean-out hole to leak indefinitely,which could be termed as carelessness by the ones in charge.

In view of the foregoing statements,and other existing conditions: I am recommending,that Mr. HH R. Williams inspects all of our steam boilers once per month, providing this inspection can be had free of charge,since he does all of our work. Awaiting your approval.

Yours very truly

F. M. Morton

FMM /AD

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

September 24,1934

Office of
FLETCHER M. MORTON
DIRECTOR of MEN

Mrs Bertha L. Mitchell, Bursar,
Bethune Cookman College
Campus.

Dear Mrs Mitchell:

I am taking the liberty to suggest or rather make a criticism on our business set up as it affects my office, and possibly yours. It appears to me that the set up does not have the proper allocation in every respect.

I am reasonably sure that if we do a little organizing a lot of worry, work,and duplication could be saved from both your,and my office. A thorough investigation of business procedure,and business ethics as it affects similar organizations as ours proves conclusively,that where duties of each office are not properly defined,and allotted the best business coherent program can not exist.

In view of the foregoing,I am suggesting the following for my office:

WORKING STUDENTS:

All students that work any part of thier expenses in the Institution; which permission can only be granted by your office,at which time the name of the student, or students will be sent to my office,and the amount of work he is to work out. It is further suggested that when these assignments are made,your office will be furnished with a copy of the assignment.

It is further recommended that heads of departments under whom students work,be instructed to make a written report of the students work,to the office of the Supt. of Buildings & Grounds,at least four days before the end of each school month,in order that the time of all work students may be compiled and sent to your office two days before the close of each school month.

PRINT SHOP:

I am suggesting that boys work in the print shop come under the same heading as the other work students,and that I continue the supervision of the shop as usual,but that your office approve all requisitions of printing as you do of purchasing.

This suggestion is made for two reasons; first, it is impossible for you to keep check on all extra jobs done in the print shop without proper authority. Second, I believe that it would be to our advantage, that I continue to handle in the same way the cutting of paper, in order that we may be able to borrow such type, that we do not have for such jobs.

I am suggesting that a written report be made from my office to your office, each month as a matter of double check.

Very truly yours

F M. Morton

F. M. Morton

Supt. of Buildings & Grounds.

FMM/AD

September 26, 1934.

Mr. F. M. Morton,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mr. Morton:

May I thank you warmly for your full letter of September 24, making constructive criticism and suggestions in regard to our business organization as it affects work students.

I might say, in response to the second paragraph of your letter that the thorough investigation and indeed the thorough knowledge of proper business procedure and ethics in educational institutions and successful commercial, comes as a regular part of the "best" which I try to give to my job. No one knows more conclusively than I do that where the duties of each office are not properly executed, not defined (for definitions mean nothing when they are not carried through consistently as duties) a coherent business program cannot exist. And, knowing these things so well, I am willing to make every possible effort to perfect the organization of the business office, being encouraged in the meanwhile with the progress we have been able to make in the face of such terrible odds.

I accept your suggestion in regard to filing the list of students who have been promised jobs, with your office. As this list includes figures, if your clerk is not confidential, there will be trouble in discussion if you do not handle these records yourself. This, however, is not the business of my office. I shall appreciate the copy of the assignments. Please notify the boys of the hours they are expected to work daily, including in this time the one hour that every student must give to the institution.

I regret that the Print Shop has been sent in as one of the FERA projects and the boys working there, receiving FERA monthly aid must be under the general direction of the Organizer and the School Disbursing officer. If you will continue the supervision without requiring the responsibility of reporting to FERA Jacksonville office, then we shall appreciate your aid. Naturally, all requisitions for printing must come to the President's desk, for it is the rule for the requisitions for supplies, service or anything that constitutes a business transaction of expense, whether cash or book credit, to come through this source. I shall then file the approved requisitions with you.

Sincerely yours,

B. L. Mitchell

1 enclosure

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

August 13, 1934

In abeyance

Office of
FLETCHER M. MORTON
DIRECTOR of MEN

Mrs. B.L. Mitchell, Bursur,
Bethune-Cookman College,
Daytona Beach, Fla.

IN RE: WOOD

Dear Mrs. Mitchell:

In order that we might have sufficient wood to do our cooking and supply our hot water heaters when school opens, I am recommending that we bargain to buy twenty-five (25) cords of good oak and yellow pine wood. This wood may be bought for three dollars(3.00) per cord with the priviledge of paying for it as we wish to. I am of the opinion that we should take advantage of this opportunity since the distance that we have to haul it is no more than from here to Kingston. This wood would be cut in four (4) feet lengths.

In case that you approve of the recommendation it is necessary that we let Mr. Moll know immediately so as to give him time to have it cut and piled for us.

Very truly yours,
F. M. Morton
F.M. Morton

FMM/A

August 15, 1934.

My dear Mr. Morton:

Will you hold in abeyance for a short while, the matter of the possible purchase of wood, concerning which you wrote a few days ago? It is possible that an arrangement may be perfected for the use of oil burners for cooking and heating and, in the event that this is done, wood will not be needed. Mr. Griffin is working with Dr. Bethune on this.

Please estimate the number of sheets of cardboard needed to fill the order for 500 Registrations cards, as indicated by the enclosed, in order that I may order it from Jacksonville. Please indicate also, the number of sheets of cardboard and paper you desire to have on the reserve shelves of the Print shop, stating weight, size and color.

In accordance with your promise, I shall be glad to receive the statement from the Print Shop, listing the several jobs completed and the charges for them, for credit on the regular books. I shou[illegible]ve this statement immediately.

Very truly yours,

encs

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

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WESTERN UNION

(21)

SIGNS

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NM = Night Message
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Ship Radiogram

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

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[illegible] OCT 2 PM 2 24

Received at

MINUTES IN TRANSIT

FULL-RATE	DAY LETTER

JNS114 10=NUJ NEWYORK NY 2 210P

MRS BERTHA L MITCHELL=
BETHUNE COOKMAN COLLEGE DAYTONABEACH FLO=

SEND COPY WHITE ESTATE LETTER AND PARAGRAPH WILL RELATING THERETO=

MARY MCLEOD BETHUNE.

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE

Feder

Thanks for
letter & sorry
Will appre-
ciate it when con-
venient
been to send it

1280 Wabash St.
Bartow, Fla.
Oct. 22, 1934

Dear Mrs. Lovett,

I have been sick for five weeks and I was forced to gibe up one week I tried to make the month because I needed the money real bad.

I was real disappointed at the end of month by receiving only one-half mo. Salary not even enough to pay off expense for the weeks taught.

When they pay other half I will send you a payment I trust it will be before month ends. I am working for the smallest salary ever.

I trust you and Marcia are fine and dandy.

Please excuse me for not using your initials, I am on my work and your address is at home (Bartow) I trust you receives this all right.

Respectfully
Gertrude Williams

November 15, 1954

Mrs. Gertrude Williams
[illegible] Wabash Street
Bartow, Florida

My dear Mrs. Williams:

Thanks for your letter of October 22. I am so sorry that you have been ill. I can just imagine your illness was a "throw-back" to your doing the things you desire to do.

When it is convenient for you, we shall appreciate receiving a gift from you.

Sincerely yours,

[illegible] McLEOD BETHUNE, PRESIDENT

R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

OFFICE OF
JAMES A. BOND
DEAN AND REGISTRAR

November 2, 1934

Mr. Moulton

Dear Mrs. Mitchell,

I have just returned from the office of Superintendent Marks where I took up the matter of financing the heating of the Keyser Practice School. Mr. Marks is uncertain as to what the Board will be willing to do. He does feel, however, that they will be able to do something. He is asking for this information:

(1) the approximate number of bricks that will be necessary to build the flues;
(2) if these flues are to be lined; how many feet of flue lining will be required, and
(3) the approximate cost of the entire project.

He says that he is expecting us to furnish the unskilled labor. This information should be in his hands immediately. I am, therefore, turning the matter over now to the Business Office for further negotiaion with Mr. Marks.

Very truly yours,

James A. Bond

Jas. A. Bond J.

Mrs. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

JAB:meg

BETHUNE - COOKMAN COLLEGE

Daytona Beach,Fla.

Nov. 1,1934

Mrs. B. L. Mitchell,Busar
Bethuhe-Cookman College

Dear Mrs. Mitchell:

I am calling your attention to the necessity of one full time person to work on the grounds as fireman for the winter. I am suggesting that this person be one who is not too old that his age will be against his doing the job on cold days. At the same time we will suggest that he be a man of common sense,who can appreciate the responsibility of doing the job "jam-up".

I feel that we have had useless criticisms and complaints coming in about heat during the past two years. It is not exactly fair for the administration to have to face such conditions as is herein mentioned. It is useless for me to say that Mr. Taylor can, and will do the job satisfactory. In the first place his age is against him for this work,and he does not lend himself to proper supervision of our heating plants in a coorperative manner.

In view of the foregoing,I recommend that we employ some individual who can be used to look after properly heating our buildings.and who, at the same time on warm days be used elsewhere on the campus. I am making this recommendation without prejudice to anyone,but for the benefit of the administration; and in making this recommendation I feel that I am responsible to your office for the comfort of the dormitories.

May I again call your attention to the work of the night-watchman. I feel that sooner or later we are going to find it necessary to make a change for our protection. We have talked with Mr. McLean very frankly and I believe he has tried to do better but at the same time we are getting the service nor the protection that we should get from amman in his position. He is very forgetful and is not at all alert. It is an easy matter for me or anyone to walk about the campus without his knowledge.

I give you these facts concerning heat and our night - watchman for your consideration.

Very truly yours

F. M. Morton
per Dixon

F. M. Morton

FMM/ad

BEST AVAILABLE COPY

MARY McLEOD BETHUNE, PRESIDENT

R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

December 10,1934

Mrs. B. L. Mitchell,Bursar
Bethune-Cookman College
Daytona Beach,Florida

IN RE: THEOPHILUS BELL

Dear Mrs. Mitchell:

I am bringing to your attention the action of the above subject as it affects his work.

On Friday December 14th,as you recall,we were in a strain to get the walk laid between the girls dormitory and White Hall. I told Bell it would be impossible for us to excuse him from his work at the present because of the rush to finish the job referred to in this paragraph. As soon as my back was turned this person disappeared: Not withstanding the fact that a batch of cement was made up,and the next information recieved, he was on his way to Tampa.

Bell Has proven to be very dilatory in all his work. Therefore I do not feel that it is wise for us to tolerate his actions further. I am therefore recommending that Theophilus Bell be relieved from duty entirely as far as the work on the Campus is concerned,and find work elsewhere to pay his schooling.

Very truly yours
F. M. Morton

FMM/ad

F. M. Morton

MARY McLEOD BETHUNE, PRESIDENT
R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

OFFICE OF
F. W. HENDON
Director of Physical Education & Men
Phone 2055-W

folder

11/8/34

Mrs. B. L. Mitchell
Business Secretary
B.C.C. Daytona Beach Fla.

My Dear Mrs. Mitchell

May I call your attention to a matter that is of vital concern to the two departments I am heading;-(Athletics + Cookman Hall)

Neither of the above named departments has a type-writer; I have made any number of requisitions, but each has either been rejected or ignored, which of course, has somewhat handicapped us in many instances.

The constant and large amount of correspondence that must necessarily be carried on by each of these departments more than justifies my request. I am not asking for a machine to use as office decoration, I am asking for one because of the nature of the work and the condition under which we are now laboring.

I think I am safe in saying that every

MARY McLEOD BETHUNE, PRESIDENT
R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

OFFICE OF
F. W. HENDON
Director of Physical Education & Men
Phone 2055-W

other department or office on the campus has one for its exclusive use, yet, we have not been able to secure one between two departments.

The present method is very unsatisfactory. You realize there are times when athletics letters and various articles must be rushed. Under the present set up there is no certainty as to when we'll get work done.

On the other hand the institution would reap invaluable benefits from news paper publicity, all over america, through athletics, if we could only convince your office that a machine is needed in this department.

Thanking you for any consideration given this matter, I am,

Respectfully

F W Hendon

Special Correspondence Mitchell, Bertha 1935-1937

Student

February 19, 1935.

Miss Flora Liel,
630 Pearl Street,
City.

Dear Miss Liel:

In accordance with my promise, I send you herewith corrected statement of your account on our books. The revision of charges has been made and we sincerely hope that you will understand that the previous statement recorded what was an oversight in our instructions.

With best wishes,

Sincerely yours,

Bursar.

1 enclosure

March 5 - 1935

✓

Dear Mr. Sykes,

Mrs. Bethune would like to have the outlined Program which your Group rendered February 28 at the Methodist Church in DeLand. Would you please get it to me as soon after you receive this note as possible?

Sincerely,

April 10 - 1935

Miss [illegible] M Cropper
Florida Normal and Industrial College
Saint Augustine - Florida

My dear Miss Cropper:

Your letter (of April 5) came just after Mrs. Bethune and the Quintette left for the North. I should like to answer your letter in her absence to thank you for the contribution you made. Thanks so much for the financial aid.

We are quite happy to know that you, too, enjoyed the Dedicatory Exercises on March 10.

Mrs. Bethune will return to the campus about the middle of May.

Sincerely yours,

Secretary

m
1 enc - receipt for $3

April 15 - 1935

Mr. A E Peacock
Wilberforce University

Wilberforce - Ohio

My dear Mr. Peacock:

Your letter of April 12 came during the absence of President Bethune from the Campus. Just now - and until May 15, approximately, - she will be in the North.

I shall be glad to place your letter before her upon her arrival. In the meantime, I shall be hoping that you are successful in securing the necessary aid.

Sincerely yours,

Secretary to Mrs. Bethune

m

Stud

April 17, 1935.

Mrs. Fannie W. Glover,
1049 West Seminary Street,
Gainesville, Florida.

My dear Mrs. Glover:

I have delayed writing you in the hope that I might send you some definite information in regard to your daughter's account. The time is rapidly passing, however, and it would not be fair to withhold the details from you.

The Court of Calanthe has maintained students on scholarship in Bethune-Cookman College during previous years, and their arrangements have been very satisfactorily completed. This year, however, they have not made regular payments on Thelma's scholarship account, and it is now in the class of very delinquent accounts, and, each month receives the drastic criticism of the auditor. The year will soon be closed and we have been trying to get these balances closed out. I have wired Mrs. Colyer, sent her statements, but have received no reply. I talked with Thelma in the hope that she might have received some information concerning the bill, but she had not. When she wrote you, and you wrote me, I still tried to reach Mrs. Colyer, but to no avail.

As we shall have to have some promise of the security of the bill in order that she may remain in school, I must accept your promise to settle this balance, and receive it at the periods convenient for you to pay it. Or, perhaps you may be able to secure some definite and satisfactory word from the Court of Calanthe in this connection.

The statement of the account is enclosed herewith. The Calanthe has paid a total of $65.00 this year.

Very truly yours,

Bertha L. Mitchell, Bursar.

Cc to Mrs. E. J. Colyer.

April 18 - 1935

Mrs. Montez Harris
Box 180
Sanford - Florida

My dear Mrs. Harris:

In the absence of President Bethune we should like to thank you heartily for the recent gift of five dollars to the general maintenance of Bethune-Cookman College. Your affiliations with Mrs. Bethune, her work and the many difficulties which you most likely know she encounters in behalf of Negro youth - all these will certainly [illegible] you [illegible] that your gift to us has been [illegible] welcomed [illegible].

Mrs. Bethune is in Cleveland now and reports that she is getting along with some degree of fairness.

Always gratefully yours,

Secretary to Mrs. Bethune

Bertha L Mitchell
1 enc - receipt for $5

BEST AVAILABLE COPY

April 19, 1935.

Miss Florence R. Day,
Secretary to Dr. M. J. Holmes,
740 Rush Street,
Chicago, Illinois.

Dear Miss Day:

Thank you for your letter of April 15th.

I send herewith check for $19.25, representing two-thirds of the following collections, which should receive World Service credit:

From Melbourne M. E. Church	$16.25
From Melbourne Times	13.00
Total	29.25

I presume the Melbourne Times has allowed the Church to apply for World Service credit for their collection also.

Mr. Wesley Baker, of the Vienna Church, North Bay, New York, has written us for a World Service voucher for his $5.00 gift received March 11. As this amount came to us direct from the Board of Education, we have advised him to make application to your office for the voucher.

With very best wishes,

Sincerely yours,

Bertha Loving Mitchell

Enc - check for $19.25

April 20 - 1955

Mrs. William Nottingham
508 University Place
Syracuse - New York

My dear Mrs. Nottingham:

Your recent contribution of ten dollars has been attributed to the general maintenance of the College. Thanks so much for this aid as it means more to us just now than words could ever express or do justice to. Enclosed herewith is official receipt for same.

President Bethune is away now in quest of funds to carry us th[illegible]. Her reports ot us have been "fair" - judging by the tense times.

We do hope that you will see fit to continue your aid to us and that you will influence others to do the same.

Sincerely yours,

Secretary to the President.

Bertha L Mitchell

1 enc - receipt for $10

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		FULL RATE	
DAY LETTER	✓	DEFERRED	
NIGHT MESSAGE		NIGHT LETTER	
NIGHT LETTER		WEEK END LETTER	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

WESTERN UNION

NEWCOMB CARLTON, PRESIDENT J. C. WILLEVER, FIRST VICE-PRESIDENT

1207-A

CHECK

ACCT'G INFMN.

TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

April 23 - - - - -- - - 1935

To Mrs. W. W. Nichols

Street and No. Seminole Lodge

Place Fort Myers, Florida

Clarence will be free after this week - Suggest you stop by Daytona Beach on your way North and we will make it convenient for you to see and talk with him - Wire day and possible hour of your arrival Come directly to school campus

(Signed) B. L. Mitchell -

chg 4B66

phoned 1:50 pm.

Sender's address for reference

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

Sender's telephone number

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION

(00)

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

SIGNS

DL	Day Letter
NM	Night Message
NL	Night Letter
LC	Deferred Cable
NLT	Cable Night Letter
	Ship Radiogram

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at 122 Orange Avenue, Daytona Beach, Flo.

1935 APR 27 AM 10 02

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

J N66 7 XC=SEBRING FLO 27 939A

MRS B L MITCHELL=
BETHUNE COOKMAN COLLEGE=

WILL BE AT COLLEGE LATE THIS AFTERNOON=
MARY MILLER NICHOLS.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

SEMINOLE LODGE • FORT MYERS • FLORIDA

Dear Mrs. B. L. Mitchell: It has taken some time to answer your letter to Mrs. Edison about a man for me - I had to write Mr. Nichols in N. Y. and just have his answer. I would like very much to see Clarence and I will be going north very soon - It may be possible to let him ride in the rumble seat - if not I will get his ticket - for him - It sounds as tho - he would have a very good man - How old is he -? Has he had any experience outside the school? Is he a home loving boy? Does he like to cook?

From what you say I know he is kind
and does not care for intoxicating liquor
Mrs. Bethune told me to write to you
she was going away - I have been so
I fear Clarence may have been plac
elsewhere.

Most sincerely
(Mrs. W.W.) Mary Miller Ne

4/16/35

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM	☐	FULL RATE	☐
DAY LETTER	☐	DEFERRED	☐
NIGHT MESSAGE	☐	NIGHT LETTER	☐
NIGHT LETTER	☐	WEEK END LETTER	☐

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

1207-A

CHECK

ACCT'G INFMN.

TIME FILED

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(Signed) B. L. Mitchell -

Sender's address for reference

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

Sender's telephone number

May 7 - 1935

Dr. C Frederick Duncan
512 West Ashley Street
Jacksonville - Florida

My dear Dr. Duncan:

In the absence of President Bethune, may we thank you heartily for your response to the S O S Call which was recently issued to our colored friends in an effort to rescue Bethune-Cookman College from a grip of financial dilemma. Thanks many, many times, Dr. Duncan for this confidence in our work and for your [illegible] of approval which exemplified itself in the contribution which you sent to us.

We are attaching hereto official receipt.

With the very best of wishes for the success of your work, I am

Gratefully yours,

For President Mary McLeod Bethune

Bertha L Mitchell - Secretary

1 enc - receipt for $10

May 7 - 1935

Mr. R E Niven
First Atlantic National Bank
Daytona Beach - Florida

My dear Mr. Niven:

In the absence of President Bethune may we thank you heartily for your response to the appeal recently made in an effort to rescue Bethune-Cookman College from its financial throes. Thanks many, many times for this "lift."

We are enclosing official receipt covering the amount of your contribution.

Gratefully yours,

For President Mary McLeod Bethune

Bertha L Mitchell

1 enc - receipt for $10

May 7 - 1935

Mrs. Anne Pierrepont Luquer
Pine Lodge
Mount Kisco - New York

My dear Mrs. Luquer:

Mrs. Bethune has not returned from the North yet and will not until tomorrow night, late. Even so, we should like to thank you now for the generosity of your spirit of cooperativeness and for your continued stamp of approval upon the work and forward steps of Bethune-Cookman College. We should not marvel just now for it is still fresh in our memories that you are always willing to aid us when we call to you. Thanks much and many times.

Enclosed is official receipt.

Gratefully yours,

For President Mary McLeod Bethune

Bertha L Mitchell - Secretary
1 enc - receipt for $50

May 8 - 1955

Mr. John H Chase, Superintendent
Youngstown Playground Association
69 Bernita Avenue
Youngstown - Ohio

My dear Mr. Chase:

Thanks for your letter and ten-dollar contribution of May 6. We are enclosing receipt for your pledge which you made to Mrs. Bethune while she was in your city. Also, literature regarding the school. Our supply just now is quite limited and just as soon as it is replenshied, we shall be happy to send you more excerpts of the work.

May we thank you for fulfilling your pledge. It means much to have the interested ones live up to their words.

Gratefully yours,

For President Bethune

Bertha L Mitchell - secretary

2 encs

May 9, 1935.

Mrs. Ellen Cole,
2503 Janette Street,
Jacksonville, Florida.

Dear Mrs. Cole:

Mrs. Margaret Johnson-Bethune has referred to me your letter of May 7th, regarding Ralph's account.

I sincerely regret that it will not be possible for us to allow Ralph any more extensions on account. We are not permitted to so favor any student for the last month's expenses, and Ralph's balance brought forward is larger than is permissable, at any rate. We have tried to cooperate with you during the year but can do nothing further. We hope that you will make arrangements to secure a loan or otherwise secure funds to pay the full balance on this account by May 18th. If the money is not in hand on the morning when final exams start, he will not be permitted to take them.

The balance of Ralph's account to the end of the school year, after his work credit is deducted, is $56.00 (fifty-six dollars).

With appreciation for your patronage, we are

Very truly yours,

B. L. Mitchell, Bursar.

May 29, 1935.

Mrs. E. J. Colyer,
Postoffice Box 105,
Orlando, Florida.

Dear Mrs. Colyer,

Mrs. Bethune is delivering the address at the commencement exercises at Florida A. and M. College tomorrow,but she will return Friday.

May I acknowledge receipt of your check for $70.00, properly signed, which has been credited to the account of Thelma Glover. This closes the obligation of the Calanthe, according to your recent letter.

With best wishes,

Sincerely yours,

Maryh McL. Mitchell,

1 enclosure

June 27, 1935.

Mrs. Mamie G. Hoffman
5802 Woodlawn Avenue
Chicago, Illinois

Dear Mrs. Hoffman:

Mrs. Bethune left yesterday for Saint Louis and will reach Chicago Monday morning, July 1st, from there. She will stop with Mrs. Robert Abbott, on South Parkway. It is her plan to spend two days in Chicago before going on to Cleveland.

Very truly yours,

Secretary.

July 1 - 1935.

Dr. M. J. Holmes,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

We send herewith receipts covering the recent contributions from the Board of Education, as follows:

$475.00 - - -	Special Appropriation
75.00 - - -	Special Aid, from "Saint Anonymous"
40.00 - - -	Interest on Endowment

I am sure Mrs. Bethune has expressed the school's deep gratitude for this timely aid.

Very truly yours,

Secretary to Mrs. Bethune.

Genl

July 2, 1935

Mrs. Arabella Faust,
Florida A. and M. College,
Tallahassee, Fla.

My dear Mrs. Faust:

Your letter under date of June 17 addressed to Miss B. V. Clay, was turned over to us to answer. In reply I wish to state that we do not have sufficient books on our shelf to send you any copies of the Course in Science which you desire, but you may secure same by writing to Ginn and Company, Atlanta, Georgia. I am sure they will be glad to send you the books C. O. D.

Yours very truly,
Bethune-Cookman College,
Per

B. L. Mitchell, Bursar

July 3rd, 1935.

Mrs. Lillian B. Carroll,
Lakeport, New Hampshire.

My dear Mrs. Carroll:

Your letter of June 25 came just after Mrs. Bethune left the city. As she told you, she will not return to Florida until early in August, but will spend the entire money of July in the hospital and in a quiet place for regaining her strength.

I enclose herewith receipt for your contribution of eighty-nine dollars, which amount will close out our account for chairs with the Peabody Seating Company. We are so grateful for this amount. I have reported it to Mrs. Bethune. Be assured of her gratitude and also her appreciation for your consideration of her personal request.

Sincerely yours,

Secretary to Mrs. Bethune.

mmb-blm
1 enclosure

Genl

July 5, 1935

Mr. Rudolph Blackford,
Secretary of Social Service Department,
South Florida,
Leesburg, Fla.

My dear Mr. Blackford:

Mrs. Bethune is out of town and will not return until August 20. If you will write her after August 20, I am sure she will be glad to speak with you at that time and help you put over your project.

Hoping that you are enjoying the summer and that your work is progressing nicely, I am

Very sincerely yours,

(Mrs.) B. L. Mitchell, Bursar

July 6, 1935.

Dr. M. J. Holmes,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

We shall wait until Mrs. Bethune is on the way to recovery before placing before her any of the business of the school.

The letter from Dr. Arthur D. Wright, copy of which is enclosed herewith, came in the mail with your correspondence yesterday. There is a possibility that this information will be needed in your office in your consideration of our 1935-36 Budget, and I, therefore, send the information to you, feeling sure Mrs. Bethune will approve.

I shall be glad to follow the instructions your memorandum may give to me and shall appreciate your closest possible advice at this time. With Mrs. Bethune being in the hospital and the new business officer not yet on the job I do not want to be entirely responsible for business decisions.

Very truly yours,

1 enclosure

July 9, 1935.

Mr. Benjamin L. Taylor,
Box 2,
Kittrell, North Carolina.

My dear Mr. Taylor:

Your letter of July 6 has been received in the absence of President Bethune from the office. She is in the hospital in Cleveland, Ohio and yesterday morning, had to undergo another operation for sinus difficulties. She will remain in the hospital for about two weeks. By the first of next week I shall be able to take up some business matters with her and shall call your letter to her attention. She has been asking if your letter had been received.

Will you be kind enough to hold yourself available until Mrs. Bethune's physical condition will permit me to secure her instructions, and transmit them to you?

Very truly yours,

Secretary.

July 12, 1935.

Dr. Merrill J. Holmes,
The Board of Education of
The Methodist Episcopal Church,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

May we acknowledge, with deep appreciation, the receipt of your letter of June 9, with check enclosed in the amount of $2,000, representing

> $500, reimbursement to the school funds for repair expenses of last year in excess of funds supplied by the Board
>
> and
>
> $1,500, for budget use from regular appropriation

We enclose herewith official receipt for this contribution.

This morning we closed with Mr. Thames, cashier of the First Atlantic National Bank, the transaction covering the loan of $2,000 and hold in our records the cancelled note. Interest on the loan - at 6% - for one month - in the amount of $20.00, was paid. When the funds were transferred to our account by the Bank deduction was made for the amount of the documentary tax stamps, in the amount of $2.00

Very truly yours,

Mary McLeod Bethune

By-

1 enclosure

July 13th,1935.

Mr. Duncan C. Green, Jr.
520 Thirteenth Avenue,
Bradenton, Florida.

Dear Mr. Green:

As you perhaps know, Mrs. Bethune is in Cleveland at this time, where she had to undergo another operation for sinus trouble. She is getting along splendidly, although we have not yet taken up business matters affecting the institution with her.

She made some plans for the faculty before leaving and went by Chicago, for a meeting with the Board, to complete them. There are a few final technicalities to be met yet and I am sending this note to say that within a week she will be able, through me, to write you definitely in regard to possible affiliation with Bethune-Cookman College next year. I do hope that this enforced delay will not give you any inconvenience.

I am returning your fiancee's certificate. Yours is being held in our Dean's office temporarily for reference.

Very truly yours,

Secretary to Mrs. Bethune.

1 enclosure

July 19, 1935.

Dr. Kelsey L. Pharr,
1025 Northwest Second Avenue,
Miami, Florida.

Dear Dr. Pharr:

Your letter of July 18 comes in Mrs. Bethune's continued absence from the college. We have just received a report of her progress, however, and feel sure that her Herculean constitution will bring her through this additional ordeal with the proverbial colours flying.

May I say that Mrs. Bethune is dependent upon your statement in the matter of Mr. Green, and has not instructed me to try to secure it elsewhere. In order to facilitate the completion of this matter, therefore, I should appreciate having this statement on file for her consideration immediately upon her return. She will want to plunge immediately into the necessary appointments.

Very truly yours,

Secretary.

July 19,1935.

My dear Mr. Col[illegible]:

I am not only "over my ears" with correspondence, but with everything! Lord, what a summer!

You are right - Mrs. Bethune did say that $200 would be available for you during July, but alas the Board, in their meeting with her July 1st, must have changed the plan somewhat - hence the content of her letter to you. We are in touch with Dr. Holmes, however, and hope to get something to relieve teachers before the month closes. The $37.50 for extension work is in addition to the $495.00 balance on your regular salary account. This $37.50 would have been, or will be paid, with the $200.00 payment planned. I am overwhelmed with the creditors who have had the same promises as the teachers whose accounts show balances. I can sympathize with you for I feel that I just cant keep up.

Mrs.Bethune's operation was successful and she was released from the hospital Wednesday of this week. She plans to come to Florida for the National Teachers meeting and then go to Fernandina with Mr.and Mrs. A. L. Lewis, for about three weeks rest and recuperation. The ordeal was a very strenuous and painful one - the operation over one hour - but she came through splendidly. Miss Margaret Rhodes provided her with private room in one of the University Hospitals of Cleveland, and with three private nurses on eight-hour shifts. The surgeon, Miss Marcia Henry's nephew, was a very fine one. All in all, she seems quite fit now.

By next Tuesday I hope to have some money to you. If I see nothing by Monday, or if I have word to the contrary from Chicago, I will wire you - I will do something, anyway. Please dont worry and get your nerves all unstrung.

I have "cussed out" the whole force about the mails and I shall try to keep a closer eye on it in the future.

Mrs. Bethune will be so happy and not at all surprised at your attitude in regard to next year's salary. I shall place your letter before her when she returns to the office.

Now, sport in your new clothes and be happy. Leave the unpleasant business to me.

Sincerely,

P. S. Love to Carlmon.

July 17, 1935.

Dr. Merrill J. Holmes,
The Board of Education of
the Methodist Episcopal Church,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

We send herewith copy of the action of the Trustee Board, in annual meeting, covering the possible lease or grant of a parcel of land to the Volusia County School Board.

We do not have the legal description of the plot of ground here. In all probability, this may be found upon the deed in your office or on the insurance records. We can secure and send to you within a few days, however, a statement from County Superintendent Marks as to whether he will accept the deed with the reversion clause. We can request of him a form of deed to be used.

Very truly yours,

Mary McLeod Bethune,

By:

1 enclosure

July 20, 1935.

Dr. Merrill J. Holmes,
The Board of Education of
The Methodist Episcopal Church,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

I received your letter of July 19, together with the communication addressed to the President and members of the Executive Committee, this morning. I called together those members of the Committee who are in the city, immediately.

Prior to this meeting Mr. Snead and Mrs. Ranslow communicated with Mr. Niven and they have instructed me to send this letter to you to outline Mr. Niven's reaction to the loan proposal.

Mr. Niven stated that he had received a copy of your letter to the Executive Committee. He stated further that the Board of Education should give him the evidence of formal authority given the Executive Committee to make application for a loan of $2,500, and offer some security to cover the same, such as was done in the case of the recent $2,000 loan. He is to go to Jacksonville on Monday of next week to confer with one of the higher officials of the Atlantic Banking system, and will discuss this matter with him. On Tuesday, therefore, he will be in position to entertain definite discussion with the Executive Committee regarding the proposed loan to Bethune-Cookman College, provided he has in hand the Board's authorization and statement of security.

Mrs. Ranslow and Mr. Snead request that you communicate with Mr. Niven by telegram, direct, or to the Executive Committee, upon receipt of this letter.

Mrs. Bethune expects to return to the college July 26 or 27. In the event the Bank will give favorable consideration to the loan application next week, her signature may be secured and capital creditors and some maintenance salary balances may be satisfied before the end of this month.

Very truly yours,

Bertha Loving-Mitchell.

July 25, 1935.

Mr. Henry M. L. James,
Library,
Bethune-Cookman College.

Dear Mr. James:

It is embarrassing and distressing to me to have you insist upon giving me material compensation for any influence I may be able to use in your behalf, insofar as your professional ambitions are concerned. I construe my service to you in this particular - whenever I can render it - in line with my duty, actuated by my professional and personal interest in you and regard for you. If my position is strategic enough to enable me to help you, I want to do so - at any time. But, please dont regard the favor as purchased service - it seems like bribe.

With this thought in mind, therefore, I am returning the five-dollar bill you left on my desk. I am sure you understand and appreciate my feeling in the matter.

Very truly yours,

Bertha L. Mitchell.

Attach
Currency
Five
Dollars

August 1, 1935.

Mr. H. F. Coleman,
Box 111, Spelman College,
Atlanta, Georgia.

My dear Mr. Coleman:

Just yesterday afternoon we were able to effect a loan that permits us to make some payments on teachers' balances.

The enclosed check covers a payment of $150.00 on your regular salary and $27.27, pro-rata share of DeLand extension fees paid. The total paid by these folks, to date, is not the total of their charges. Some of them have balances unpaid, and as they are paid, we will see that you and Miss Ford get your share.

Perhaps another payment may be forthcoming this month - I dont know.

We are all so tired. Hope you are well and doing well.

Sincerely yours,

Bertha L. Mitchell.

P. S. Mrs. Bethune arrived Sunday night, and is feeling fine. She is Tallahassee today.

BLM

October 5, 1935.

Mr. Bernard Milton Jones
2708 Seventeenth Avenue
Tampa, Florida

My dear Mr. Jones:

Your letter of October 3rd came just a few hours after Mrs. Bethune's departure for New York yesterday. As she plans to be in that section for some weeks, it will not be necessary for you to come for the conference she requested. In the event that she desires to have her office to take up the matter with you, she will so notify me. I am writing her today, giving her some statements from your communication. It may be that she will want the matter held in abeyance until her return to the college.

In any event, I shall write you again upon hearing from President Bethune.

With very best wishes, I am

Sincerely yours,

Secretary to Mrs. Bethune.

MARY McLEOD BETHUNE, PRESIDENT

R. E. NIVEN, TREASURER

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

OFFICE OF THE PRESIDENT

[illegible]

239 West 131st Street
New York City
October 8, 1935

My dear Lovey:

Thanks for your letter received today. I read it carefully and you have my approval for the things mentioned in your letter.

Please see Mr. Taylor and try to do something about the back bill of Mr. James as soon as possible. I received an air mail from him today stating that he is desperately in need of money or he will be put out of school. He wants us to accept his note for $300 so that he will not be embarrassed. Notes don't do us any good because we have no money. I am sending him a note from here telling him that we will do out utmost to complete his balance as soon as possible. Whatever can be paid, ask Mr. Taylor to please send it. Dr. Holmes said he was sending doen $500. It will not be possible now to send out the quintet so a little of this can be taken and sent to him.

I do not think the field is quite ripe for a general tour of the quintet. Let them go on getting ready, doing what they can to interest people and prepare to fight hard January, February and March. People are struggling now to recover. I shall do what individual thing I can do on this end.

I shall be returning to my desk very soon. Will possibly be in Washington one day this week. Keep your hand close on Miss Roberts and tell her to work right beside Miss Turner and Rebecca so that things may be held intact. Have you heard any more from Rod and Thelma?

Please take $50 of the money I have left and send to Morton. Love to all.

Sincerely yours,

Mary McLeod Bethune

(AD)

October 12, 1935.

My dear Mrs. Bethune,

Thank you so very much for your letter of August eighth. We were all so happy to hear from you.

The check for $500 from the Board came in this afternoon. As I spoke to Mr. Taylor, he will, no doubt, send Mr. James a check Monday morning. I thought when he sent the air-special that he needed money. We owe him $210.00; Mr. Taylor might agree to sending $110.00 at this time.

I notified Mr. Sykes about the quartette, etc. He will put the boys back into class but continuing preparation. He has asked me to write Mr. Blackus to have Wells report now and when they get ready to go out Wells will be broken in. I can imagine that the situation up there is anything but normal. I enclose a letter from a letter in Poughkeepsie. It just came in and I have not acknowledged it. You may wish to serve her.

The camp staff has been rather filled with dissention within the past day or so. As I told you, their checks had not come and they felt that they were being mistreated - by whom, I dont know. They are still disgruntled about the requests for extension budget but, as you directed us, we pay no attention to that. Thelma will be down tomorrow and Rod Monday. Mr. Foster will be down in the next day or so with the time cards and payroll blanks for the NYA part-time jobs for students. Mr. Turner visited us today. His meetings in the state are proving very encouraging. Rod has been with him at each meeting. I wrote you and him, about OPPORTUNITY'S request for an article covering the results of these meetings. He will get this information to you as soon as the meetings are over. Rod talked with me over 'phone today about the Training Center project. In order for the NYA to consider this, it must be sponsored by some Govermental agency. Rod suggests that the County be asked to sponsor it, with the knowledge, of course, that the Government will provide the funds. We believe that they will do this in order to get us in line for consideration. Rod is bringing down correspondence in this connection when he comes Monday, but he wants to know if this plan of having the County sponsor the project would appeal to you. Will you wire me please, upon receipt of this letter?

I sent the check to Mr. Morton.

Love from us all, and come home soon.

Sincerely,

October 10, 1935.

Mr. Bernard Milton Jones,
2708 Seventeenth Avenue,
Tampa, Florida.

Dear Mr. Jones:

If it is possible for Mrs. Bethune to make a final decision in themmatter of your possible affiliation with our group at the time you have indicated, I am sure she will do so. I am writing her again today, as a result of the information given in your letter of October 8th.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

October 12, 1935.

My dear Mr. Morton:

I have just received a letter from Mrs. Bethune, from New York, instructing me to send you the enclosed check from her personal account. She willgget another to you just as soon as possible.

We are working as hard as usual here and the prospects seem fairly encouraging. Certainly, the student body is numerous and seem alert. How are you getting along?

Mrs. Bethune's address is 239 West 131st Street. She said that she planned to spend a day in Washington this week. Perhaps, if she followed this plan, you saw her.

With sincere good wishes always, I am

Cordially yours,

Secretary.

Mr. Fletcher M. Morton,
1319 Wallach Place,
Washington,D. C.

enc-check for $50.00

DATE October 19, 1935.

MEMORANDUM TO: Mr. Taylor, Business Office.

President Bethune requests you to pay Mr. Lucas the money which has been paid in to your office, up to this time, for instruction in Business subjects.

SIGNED B. L. Mitchell.

BETHUNE COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

b/

[illegible]

Bethune-Cookman College,
Daytona Beach, Florida.
December 2, 1935.

MEMORANDUM TO

Mr. Duncan C. Greene.

Mrs. Bethune has instructed us to communicate with you regarding engagements for the singers, during the time Mr. Sykes is indisposed.

Mr. Cummings desires a group of four male singers to render two numbers at the Peabody Community House, Tomorrow evening, December 3rd, promptly at six-thirty o'clock. Mr. Taylor, if he is approached tomorrow morning, will provide for transportation to the Community House.

B L Mitchell

Brice

December 3, 1935.

Rev. W. L. Turner, Pastor,
Saint Paul Methodist Episcopal Church,
Birmingham, Alabama.

My dear Rev. Turner:

President Bethune is out of the city at this time, and is not expected to return for about ten days. Please be assured that I will call your kind letter to her attention when she returns to the college.

With best wishes,

Sincerely yours,

Secretary.

Jenks

Daytona Beach, Florida.
January 18, 1936.

Dear Mrs. Bethune:

As you have known during this school year, my material conditions, and the need for meeting maintenance bills, have been far beyond my earning capacity. I have talked with you on many occasions relative to this condition and have suffered constant embarrassment in asking Mr. Taylor for payments on salary to meet bills, when I knew that the school had so little money. I have had absolutely no other alternative, for there has been only the one source of funds for me. I have tried to find some other source that would transfer even my time at night to compensation, but I have not been successful so far. Even though my present salary is not sufficient to meet my monthly budget, and I constantly go backward materially, regardless of my economies and personal sacrifices, I will have to try to make the best of things, with Ben's wholly inadequate aid, until the end of this school year. It would be foolish for me to try to go further, unless I could earn enough money to pay my bills, as I have always tried to do.

I send this note primarily to ask if you will allow Mr. Taylor to pay me some part of the salary offered me monthly,each week. To try to hold on to anything I must make small payments periodically. I know better than anyone except yourself, the school's condition, and I regret more than I can say that I can make no more of a contribution in consideration at this time. I want to be most considerate, but in being so, my maintenance is so jeopardized that I fall too short in efficiency. For I just cant help worry about the matter. Mr. Taylor has been most cooperative with me in the matter of salary, but it would easier for us both if he would think of me on the wages payroll each week, with some amount, and so much less embarrassing than the need of constantly approaching him for payments, when he may have something else in mind - some other urgent need - at just that time.

After February first I hope Ben may be able to come up with his 50%, and we can go back three months and start picking up.

I shall appreciate your usual understanding of this situation, which I regret sincerely, to add to your already heavy load of burdens.

Sincerely yours,

Bertha L. Mitchell

Dear Bond /
Please advise
what I
should
write
here. /

The Ohio International Institute

Inter-national Thinking: Inter-racial Cooperation and Fellowship

C. H. JOHNSON, B.S., A.M., Director

Wilberforce, Ohio

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PROGRAM

A COLLEGE MOVEMENT FOR INTER-COLLEGIATE CONTACTS, CO-OPERATION WITH CLUBS, Y. M. AND Y.W.C.A.'S, COSMOPOLITAN CLUBS, NATIONAL STUDENT COUNCIL, STUDENT VOLUNTEER MOVEMENTS

MOTTO

WORK, STUDY, SERVICE TO HUMANITY

MEETS ANNUALLY AT WILBERFORCE UNIVERSITY, CELEBRATING LINCOLN'S BIRTHDAY AS INTER-NATIONAL DAY

Box 48 Tallahassee Fla.
July 18. 1936.

To Cookman Bathume Institute
Daytona Fla.

My dear:

I left Wilberforce University June 30, touring the south in the interest of Art in Education, and giving special lectures and demonstration. Have been to the following Summer Schools, State School Frankfort Ky, State School Nashville Tenn. Fisk Univ. State Summer School Birmingham Ala State School Motgomery Ala. State School Normal Ala.

Spending four days at State School Tallahassee giving four lectures and demonstrations.

Will be in St Augustine Summer School the 21 & 22nd. I will be available the night of the 23 or day and night of the 24 for your school,

I make no charges, all this is left with the school. I have written a Book on Art. I demonstrate its content, I am very anxious to be at your school. I must be in Jacksonville the 26th. Telegraph me at the Summer School in St Augustine the 22nd.

Very sincerely yours
C. H. Johnson

Fac. appl.
Cochrane

272 Nelson Ave.
Saratoga Springs, N.Y.
August 22, 1936

Miss Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Mitchell:

I have your letter of August 20th. I am in deed sorry that Mrs. Bethune has not received my letters as I have written her twice. The last one was acknowledged by her secretary in Washington. I regret that I do not have a copy of it but it was to the effect that I would take the position altho I was not en tirely satisfied with the salary. I also enclosed some material that Mrs. Bethune requested. I asked that I be notified of the opening date of school and also mentioned the fact that I was having sent an official transsript of my college work.

I have also written Dean Bond to this same effect and requested that he inform me of the nature of my teaching assignments as soon as possible.

I trust that Mrs. Bethune has received my letter by now . I expect to stop in Washinton on my way South and will of course contact her atthat time.

If there is anything further I will be here until the fifth of Sept.

Very truly yours,

Warren R Cochrane

Warren R. Cochrane

Seen

Acknowledged

Bennett College
Greensboro, N. C.

October 12
1936

Dear Friend:

Bennett College will hold its Founders' Day exercises on October 21st at 10:30 o'clock in the morning, in commemoration of the sixty-third anniversary of the founding of the college. Bishop Wallace E. Brown, of the Chattanooga Area of the Methodist Episcopal Church, will be the principal speaker for the occasion.

Music for the occasion will be furnished by the College Choir and the Quartett under the direction of Miss Josephine Harreld.

You are cordially invited to be present at these exercises and we hope you will find it convenient to do so.

Very sincerely yours,
Blanche R. Raiford
(Mrs.) B. R. Raiford
Chairman

BRR:W

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ASST. ADMINISTRATOR

FLORIDA WORKS PROGRESS ADMINISTRATION
(STATE OFFICE)
EXCHANGE BUILDING
JACKSONVILLE

Dear Bond
Do you approve
of this? If so,
kindly let me know
and see ans. this
letter.
Blm

OK JAB.

October 22, 1936

PLEASE ADDRESS REPLY: ATTENTION
Jacksonville Federal Art Gallery
Negro Unit
611 West Ashley Street
Jacksonville, Florida

Dr. Mary McLoed Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Dr. Bethune:

Plans are being formulated by the Negro Unit of the Federal Art Project to hold an exhibition of students' work in each of the several Institutions in the State. This exhibit will contain Fine Arts.

Knowing the excellency of your art teacher, Miss Laetitia E. Williams, we are anxious with your permission to make the exhibition one of the largest and best in the State. (Miss Williams is to be congratulated in the fine work she is doing, as the Gallery in Jacksonville has and is exhibiting her work)

The Exhibition will be set up in Gallery fashion at your school and the work will be judged on merit by a jury of artists. After the exhibition the selected work will be transferred to Jacksonville, with the permission of the school and the artists, for exhibition purposes in the Jacksonville Federal Art Gallery.

Our plans are not final but with your permission these plans will be made.

Trusting to hear from you immediately and wishing for you a successful school term,

Very truly yours,

Harry H. Sutton Jr.
Harry H. Sutton, Jr., Director

HHS/c

Student "K"

576 Oak Street
Daytona Beach, Fla.
Dec. 1st, 1936

Mrs B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Fla.

My Dear Mrs. Mitchell:

I have decided to move on the Campus Friday Dec. 4th, and I thought I would notify you.

I am not expecting to eat in the dining-room.

Please send me a bill stating the amount I will have to pay each month since I am not going to eat in the dining-room. I would also like to get a job on the N. Y. A. Please, if you know of any vacancies.

Yours truly,
Lillie M. King.

[illegible] / Referred Mrs Taylor

Dade City, Florida
December 2, 1936

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Mitchell:

I thank you very much for your letter of November 27th, relative to the athletic shoes, which I am asking Bethune-Cookman for.

Please send the following number and sizes.

BOYS

Number	Sizes
4 pairs	8 ✓
4 "	9 ✓
4 "	IO ✓

GIRLS

Number	Sizes
4 pairs	6 ✓
4 "	7 ✓
4 "	8 ✓

I am very grateful to you, Mrs. Bethune and Dean Bond for this wonderful gift. I am

Very truly yours,
O. K. Mickens
O. K. Mickens

Inv. to Singers

Dania, Florida
February 1, 1937

Bertha L. Mitchell
Daytona, Florida

Dear Miss Mitchell:

Several weeks ago I wrote extending an invitation to your College Glee Club and quartette to visit us. We will be very happy and grateful if you could arrange to come the third Sunday in this month, February 21, 1937 at the evening services of the Methodist Church - 7:30 p.m.

Kindly let me hear from you concerning this matter.

Yours truly,
Mrs. E. A. Crudup

We request to state that the date indicated ~~date~~ Feb. 21 is taken - If a later date is desired, kindly notify us and we will be glad to consider it

Bethune-Cookman College
February 5, 1937

Mrs. Bertha L. Mitchell
Office of the President

Dear Mrs. Mitchell:

Regarding this letter from Floyd J. Calvin, I suggest that we say to him that we shall have later some very important data regarding this institution which we should like to have released through his facilities. And ask him if we might say within thirty days avail ourselves of this opportunity.

Very truly yours,

Jas A. Bond

James A. Bond

JAB:nhd

For the attention Dean Bond

Help the N.A.A.C.P. - - -

STOP LYNCHING

Nation-wide Button Sale February 1-12, 1937
National Association for the Advancement of Colored People
69 Fifth Avenue, New York, N. Y.
ALgonquin 4-3551

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JUANITA E. JACKSON
Special Assistant to the Secretary

February 15, 1937

Miss Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

I knew that Bethune-Cookman College would want to cooperate in this anti-lynching button sale which has created a new interest in our anti-lynching fight. Thank you for your order of 100 buttons which are being sent you today, under separate cover. Do your best to sell them as quickly as possible and report for the same. They are to be sold at 10¢ each.

The outlook for the passage of our anti-lynching bill is better than ever before. We hope to have some good news for you before this Congress adjourns.

Sincerely yours,

Daisy E. Lampkin

Daisy E. Lampkin,
Field Secretary.

DEL:DW

MARY McLEOD BETHUNE
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BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

February 25, 1937.

My dear Mrs. Bethune:

In view of the extra service required of me during this month - particularly in the accounting - as a result of our reduction in office staff, I am respectfully requesting that my salary account be credited with an additional twenty-five dollars ($25.00).

Such extra compensation, payable at whatever time the school may be in position to take care of it, would not increase our Budget figure for administrative salaries, for Miss Johnson's salary is not charged after January 31, 1937.

As you know, I have great need for any possible extra money I may be able to earn, and I shall appreciate your consideration of this request.

Very truly yours,
Bertha L. Mitchell
Bertha L. Mitchell,

Office Director - Bookkeeper.

Genl/

Talladega College, Ala.
4-16-1937

Mrs. Bertha L. Mitchell,
Daytonia Beach Fla.

My dear Mrs. Mitchell:-

I should like so much to visite Bethrune Cookman College as I am visiting the Schools in the South and Mrs Bethune told me just write you and you would look out for me while there. I will try and get there some time soon after the 19th " If I do not have to return to Tuskegee. Will appreciate any time you can give me. Thanking you

Sincerely Yours,
Annie S. Johnson
7 1747-T-St. N.W. Washington, D.C.

ST. MARK'S METHODIST EPISCOPAL CHURCH
EDGECOMBE AVENUE AT 137TH STREET
NEW YORK CITY

LORENZO H. KING, PASTOR

May 6, 1937

Mr. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Fla.

My dear sir:

Replying to your favor of April 22 regarding my pledge to the Bethune-Cookman fund, please let me say that I should like to be advised as to the amount of the pledge. It is not quite clear in my mind just what I did pledge personally.

At the meeting held by the alumni club here some weeks ago, there was a community pledge to this cause and I requested Mrs. Bethune to have her secretary send to me a copy of said pledges that I might follow them up here locally, as they were made through the effort of our Church organization. I have not yet been able to procure that list. I am very desirous of getting the list in order to see what my personal pledge is and to check the list against several who have paid me money in person. I am holding these several payments awaiting a copy of the list of pledges.

As soon as I am able to have this list, I will make remittance of my own pledge and of the amount paid me by several others to be forwarded to you on their pledges.

Very truly yours,

L. H. King

LHK:VG

PHONE EDGECOMBE 4-7040

appeal

May 18th, 1937.

Mr. G. D. Rogers, President,
Central Life Insurance Company,
1416 North Boulevard,
Tampa, Florida.

Dear Mr. Rogers,

Bethune-Cookman's garden is about exhausted of vegetables now, with the exception of collards, and the Business Committee asked that I write you that we will be more than grateful for the receipt of any vegetables that you may be able to secure for us now.

It means much to us to have your continued friendship and help in so many ways.

Sincerely yours,

Bertha L. Mitchell,
Office Director.

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The Negro Welfare Association
OF CLEVELAND, OHIO (INC.)
AFFILIATED WITH THE NATIONAL URBAN LEAGUE
8311 QUINCY AVENUE
PHONE, GARFIELD 0814-0815
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Faculty
(General R. [illegible])

August 9, 1937

Mrs. Bertha Mitchell
Secretary to Mrs. Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

I am enclosing herewith a list of Mr. Allen's contacts and their addresses, recently re-checked as correctness of addresses. These are contacts he made while here in Cleveland. He asked me to send them to you but due to illness and my duties here at the office I have been unable to get at it before now. I hope that it has not inconvenienced you too much.

I am also sending a copy to Mrs. Bethune as well as Mr. Allen as per his directions.

Sincerely yours,

Hazel Currie
Mrs. W. S. Currie
Office Secretary

Encl.
WSC.

Sent - 8/17/37 - blm

Student

2606 - 17th Avenue
Tampa, Florida

Dear Mrs. Mitchell:

Inclosed find .50 please send Theola Fuller's Diploma and a blank. This amount clears up a balance from Summer School. Please send it as soon as possible.

Respectfully
L. C. Morris

Bethune-Cookman
Berkshire Assn.

Oct. 10-1937.

(Donor)

Dear Mrs. Mitchell:-

I'm sending you checks amounting to ninety dollars $90.00 and will you please credit the amount to the Berkshire Group, together with Mrs. Colt's two hundred dollars, which was sent to you recently. I shall contribute something later, but cannot, just at this time. A letter from Mrs. Ranslow tells me that all is well with the new President in charge. I hope you and Ben. and the little one are well.

Sincerely yours.

Libbie H. Jones.

(Mrs. Harley E.)

G. D. ROGERS
PRESIDENT

C. BLYTHE ANDREWS
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HOME OFFICE: 1416 N. BOULEVARD
BOX 1092
TELEPHONE H 3035

October 18, 1937

Donor

Mrs. Bertha Loving Mitchell,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

Please send me a receipt for the $15.00 which I paid for the Andrews' Memorial Prize during the month of June, 1937. I need this for a report that I must make.

Very truly yours,

C. Blythe Andrews,
SEIRETARY_TREASURER.

CBA_ww

MARY McLEOD BETHUNE
PRESIDENT

BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

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October
21st
1937

Mrs. Bertha Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

I am attaching copy of my report to Mrs. Bethune. Would you kindly send me some stationery, cards and envelopes?

The school should receive several checks, one from Mrs. Ballantine and another from Mrs. Draper.

Kindly send some literature to Mrs. Ellen Coit, 218 Madison Avenue, New York City.

Very truly yours,

Gerald E. Allen

Gerald E. Allen,
Field Secretary

GEA/p

MARY McLEOD BETHUNE
PRESIDENT

ATTY. WILLIAM M. COBB
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DAYTONA BEACH, FLORIDA

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J. H. Terrell
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Robert L. Vann
F. C. Walcott

November
17th
1937

Mrs. Bertha Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

Thanks for your recent letter. I had the opportunity of conferring with Mrs. Bethune and Dr. Simpson before their sudden departure from the city.

It has been rather difficult to break in here but I feel certain now that my efforts are on the way to success. Two recent contacts and promises of cooperation have given me greater hope. Mrs. Jessie Merrick Smith requested me to send to her Mr. Schieffelin's list (copy of which I sent you), stating that she had another friend who would go over it carefully, then we would meet and make a drive to see this group which represent the greater amount of wealth in New York City. I called her yesterday and we are to meet the latter part of this week or the early part of next week. She is tremendously interested and this proceedure will give me a small committee to work with me in getting direct contacts.

The second contact was made yesterday with Dr. John Haynes Holmes of 26 Sidney Place, Brooklyn, New York, a friend and admirer of Mrs. Bethune. We spent several hours together and found many names on the list who are his personal friends and classmates at Harvard. He is to give me letters of personal introduction to them. Results, in my opinion, with such interest must come.

I am enclosing a small check I received today from, I think, a new subscriber - Mrs. Theresa Durlach of 875 Park Avenue. She desires some material from the school, and could be, I think, induced to give more in her next check. She is tremendously interested in the Place Movements and if the school is carrying on any such efforts don't fail to inform her. I think she would even finance such a movement at the school.

I feel that you can reasonably feel certain that the assistance the school is in great need of will be coming forth.

I am forwarding another expense check to Mr. Taylor, which is the third one. It is very important with the work that lies ahead that if all the checks cannot be forwarded to send one immediately. I have been using my salary check and it is completely exhausted.

Sincerely hoping you will give this matter your immediate consideration, I remain

Sincerely yours,

Gerald E. Allen

Gerald E. Allen,
Field Secretary

GEA/p

Special Correspondence Mitchell, Bertha

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - Jan. 8, 1938

Inter-Office Communication

To memo folder

From - Mrs. Florence L. Dyett
- President's Office

Mrs. Lola E. Painter,
General Delivery, Peninsula Station,
Daytona Beach, Florida.

Who states that she has wide experience in writing and directing Plays, called at the College in the hope of securing consideration in the direction of a Play here - either by the students or the faculty. I told her that we had an instructor in charge of this work and would hardly be in position to consider her services.

However, I think it might be a good thing if you would write Miss Painter and perhaps talk with her with an idea of securing some points for your work. She may be of help, although we are not in position to empboy her for directing service.

She seems interesting and if you desire, you might at least compare notes with her.

B. L. Mitchell

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Boarding Dept

DATE - 1/10/38

Inter-Office Communication

To - Miss Singleton and Mr. Taylor

From

Mrs. Stocking has requested the use of THE CABIN, for the Silver Leaf Charity Club, for the following dates:

February 4th
" 11th
" 18th

They do not desire catering service, just the use of the building.

B. L. Mitchell

mens folder

- Jan. 13, 193

- Mr. Taylor, Business Manager.

Mrs. A. F. Wilson, member of our Advisory Board, desires to have two boys bring up the refreshments which the Domestic Science Department will prepare for her TEA on JANUARY 19th, 1938, to help her with the service.

Please provide transportation for these boys and the refreshments. They are to be at Mrs. Wilson's at 3 P. M.

Also, please give me suggestions of two boys (good waiters) who would want to do this work. Mrs. Wilson will pay them, of course. She will furnish their transportation back to the college.

blm

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE- Jan. 15, 1938

Inter-Office Communication

To- Dean Bond-

From

I can, according to your request, forward the mail for Gussie Dickerson to her address in the city. I cannot hold it, for this is against postal ules. If it is forwarded to her me address from here, I am sure her ather will be in position to know about it.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - **Jan. 17, 1938**

Inter-Office Communication

Memo taken

To - **Mrs. Julia A. Davis -**

From

Mrs. Norman, of New York City, and her Bethune-Cookman Club, desire a 5-pound Pound Cake for their activities on Saturday, Febfuary 25, 1938.

Mrs. Bethune has written her that it will cost $3.00 for the ingredients for a cake of this size.

Pleasehhave it ready by Monday, February 21st. so we can get itiin the mail in time.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - Jan. 22, 1938

memo folder

Inter-Office Communication

To - Mrs. Bethune.

From

Mrs. Meigs called at 9:30 A. M. today, stating that she has been called to New York for an important business conference, on short notice, and she and her sister will leave this afternoon. She will return to Daytona Beach about the end of next week.

She regrets that she cannot be here for your last Sunday.

She feels that she has every hope of getting engagements in the Clarendon and Coquina Hotels for the singers. She was to have lunch with Mrs. Harrington Mills on Monday, but she will not be here and this will have to be postponed. She hopes to get the engagements through social contact with Mrs. Mills rather than through the business contact with the hotel offices.

Unless you desire otherwise, the matter will be held in abeyance until Mrs. Meigs' return.

BLM

General

January 31, 1938.

Mr. D. H. Tuggle,
Department of History,
Lane College,
Jackson, Tennessee.

Dear Mr. Tuggle,

Mrs. Bethune has returned to her Washington office, after spending five weeks in Florida. Your letter of January eighth, inviting her to come to you as speaker on the evening of February 10th, was forwarded to her her from Washington.

Mrs. Bethune requests that I thank you sincerely for this invitation for her, and express her regret that previous engagements will prevent her from accepting it.

It is her hope that she may be able to return to Tennessee at some time in the near future.

Sincerely yours,

Secretary to Mrs. Bethune.

Student

February 1st, 1938

Miss Monett Henderson,
Route 2, Box 7,
Graceville, Florida.

My dear Miss Henderson,

Please forgive my delay in replying to your letter of January 18. Our office has been so very busy and much correspondence has piled up.

Should you enter Bethune-Cookman for the third quarter your entrance requirements will be as follows:

Annual Fees --------	$20.00
Key Deposit -------	.50
Tuition -----------	17.00
Board, Room and Laundry, for the 1st month of the Q.	17.00
Laboratory or Special Fees - (according to courses taken) -	
TOTAL -------------	$54.50

With best wishes,

Sincerely yours,

Office Director.

February 2, 1938

Mrs. A. Bonita Robinson
Shamrock, Florida

My dear Mrs. Robinson:

We regret very much that we do have a photograph of Mrs. Bethune to send you at the present. However, we are enclosing a leaflet, on which you will find Mrs. Bethune' picture.

We are mailing you under separate cover one of our Catalogues, which we hope will give you the desired information.

Very truly yours,

Office Director.

t

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE - **Feb. 4,**

Inter-Office Communication **1938**

To - **Mr.Simpson, Dean Bond, Mrs. Higgins**

From

Mrs. Stocking and the Silver Leaf Charity Club desire to have the use of the Auditorium in sponsoring an Organ Recital by Mrs. Winona Mason Brown on Thursday Evening, March 10th, 1938.

B. L. Mitchell.

February 4, 1938.

Miss Sadye E. Pryor,
611 West Jackson Street,
Pensacola, Florida.

My dear Miss Pryor:

Your letter of February third has been received in the absence of Mrs. Bethune from the office. She spent almost all of January in Florida, but had to leave, about the twenty-fourth, to fill enggagements in the West. She will return to the state about March first.

I have noted your inquiry relative to scholarship aid during the summer session. There is a minimum amount of aid available for summer students. The session is entirely independent of our regular work, so we must make the receipts take care of the expenses. This means, therefore, that very little aid can be given to students. The fees are not high, however, and when the Bulletins are released I shall ask Dean Bond to send several to you for distribution.

With best wishes, I am

Sincerely yours,

Office Director.

February 5, 1938.

Mr. A. L. Lewis,
The Afro-American Life Insurance Company,
Postoffice Box 660,
Jacksonville, Florida.

My dear Mr. Lewis:

Your letter of February 3rd, to Mr. Taylor, our Business Manager, has been referred to me for reply.

The enclosed statement, signed by Miss McVella Jones, will give you the information necessary in regard to her boarding arrangements. Miss Jones returned to the Boarding Hall January 11, 1937, and it is for this month - January 11 to February 8, and February 8 to March 8 - that the charges for board, room and laundry are listed on your statement. You will note that we charged her for roomrent only for the first month of the quarter - December 9-January 11. This makes her total charges for the quarter as follows:

1 - Tuition	$17.00
2 - Roomrent - Dec. 9 Jan.11	6.00
3- Board, Room and Laun. Jan. 11- Feb. 8	17.00
4- Board, Room and Laun. Feb. 8- Mar. 8	17.00
TOTAL	$57.00

As the February 8th payment is actually for the charge, in advance for the last month of the quarter, we make the statement that only $40.00 of the bill is OVERdue. However, we

Mrs. 120[illegible]
Read

Mr. A. L. Lewis - February 5, 1937.

try to keep parents and guardians informed, through quarterly statements, of the full charges for the period, since we have changed to the quarter system.

I do hope that this explanation covers your inquiry.

With very best wishes,

Sincerely yours,

Office-Director - Bookkeeper.

1 enclosure

[illegible]

February 10, 1938.

The Sixth Grade, of
J. C. Price School,
Norfolk, Virginia.

Dear Friends,

Through Mrs. Bethune we have received your gift of one dollar and wish to assure you that this will give us some real relief in our effort to meet maintenance needs.

We are deeply grateful for your interest in Bethune-Cookman College and for this evidence of it. We feel sure Mrs. Bethune has told you how much we are depending upon our friends to help us at this time.

Please continue thoughtful of us. The students and teachers of the College join us in thanking you for your help at this time.

Sincerely yours,

Office Director.

1 enclosure

Council

February 12, 1938

Mr. E. B. Kursheedt,
606 North Halifax Avenue,
Daytona Beach, Florida.

My dear Mr. Kursheedt,

It is with deep regret that we have been informed here in the office that the piano that belonged to you, which was used for our commencement last year, was misused. We did not know this, and now that we do, we offer our sincere regret. You have been a friend of Bethune-Cookman for so many years, and we do not want to lose your friendship and good-will. May we assure you that at any time in the future that an instrument belonging to you or to anyone is used in our auditorium that the office will give personal supervision to its care.

As you know, Miss Etta Moten, one of our own outstanding contralto singers, will be presented in recital here on Thursday evening, February 17. We are sending you a complimentary ticket to the recital and sincerely hope that you can be present. We would like very much to rent an instrument from you for this recital if we find that we cannot get our stage piano in shape.

With the hope that your interest in our work may continue, I am

Very truly yours,

Office Director.

1 enc

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE - 2/16/38

manis folder *Inter-Office Communication*

To - Miss Laetitia E. Williams -

From

Mrs. Margaret Bethune, Supervisor of Adult Education, WPA, of this section, advises that an appointment has been made for you with Miss Mitchell, of the Board of Social Welfare, for 10 A. M. Friday. It seems that your case has been closed and at that time you will make application for re-opening. We have talked with Miss Rebecca Baker, who, in turn, has talked with the Social Welfare Board officers, and there will be no difficulty in re-opening the case, in order that you may be placed on the WPA project discussed some days ago.

Please state to the Social Welfare peopeople that you are living at the College after having been away for study. That your work here will not open until the next school year, as you anticipated being away for the full nine months. Indicate that both Mrs. Sprinkle and Mrs. Margaret Bethune have promised the Art and Handicraft Project work to you, and the College will provide the building for the classes, if you can become certified again.

B. L. Mitchell.

Copy to Mr. Simpson.

February 24, 1938.

Mrs. P. T. Chaney,
2412 Fifteenth Avenue,
Tampa, Florida.

Dear Mrs. Chaney,

Thank you vor your letter of February 20, sent in Edith's letter. I am very glad to know that she will secure this loan from the Club. We have received a wire from Mrs. Williams, stating that the money will be sent on March 1st. Edith will be given permission, therefore, to take her examinations.

The bookkeeper has made up a statement of Edith's account to this time, with an estimate of the charges to the end of the year. Please realize that this is an estimate and some of the anticipated charges may be larger or smaller - we cannot tell. Against this balance, however, the sixty dollars will be credited, leaving a comparatively small amount for you to secure.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Office Director.

1 enclosure

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE - 2/25/38

Inter-Office Communication

To - Mr. Simpson

From Dean Bond
Mr. Taylor - Mr. McCoo

Mr. Brooks, Manager of the COLLEGE ARMS HOTEL, DeLand, Florida, telephoned to state that it will not be possible to have the Quintette on February 27th, as scheduled some weeks ago. He requests that we have them come on a Sunday evening as early in March as possible.

As we have an engagement scheduled for March 13th, I have offered Mr. Brooks March 6th, 7:30 p. m.

Upon his acceptance of this date, notices will be sent to those who may be concerned.

B. L. Mitchell -

Downs

March 3rd, 1938.

Rev. H. W. Bartley,
1106 West Eighth Street,
Jacksonville, Florida.

My dear Rev. Bartley,

I enclose herewith receipts for the Lincoln Day gifts from charges of the Jacksonville District, as reported by you on Wednesday. Miss Hines, our Bookkeeper, found that the totals amounted to $126.00, according to the list typed by Mrs. Richardson, instead of $127.00, which amount was indicated by your checks and money orders. She, therefore, receipted the extra $1.00 in your name.

The enclosed check from Mr. McLeod came today. I note that you have reported the $6.50 for Ebenezer, and this probably should go to you. If this is right, please retain the check. If not, kindly return it here.

Please consult your list and check the receipts by the list. I hope that we have them all for the right amounts.

Very truly yours,

Office Director.

enclosures

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE March 10, 1938

Inter-Office Communication

To Mr. Simpson -

From

RE STUDENTS LEAVING THE CAMPUS

Mrs. Bethune has asked that you have a talk with the students who are leaving the campus because they failed in their Teacher-training course. Talk with them and find out the trouble and see what can be done about it.

blm.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE March 10, 1938

Inter-Office Communication

To Mr. Simpson -

From

RE STUDENTS LEAVING THE CAMPUS

Mrs. Bethune has asked that you have a talk with the students who are leaving the campus because they failed in their Teacher-training course. Talk with them and find out the trouble and see what can be done about it.

blm.

[illegible]

March 14, 1938

Miss Emma McBride,
1788 Northwest 62nd Street,
Miami, Florida.

My dear Miss McBride,

May we express our sincere appreciation to you and to the Alumni group of Miami, for your contribution of $15.00 (through President Bethune) to our Student-Teacher Rally. I have reported this amount to the Alumni Unit, it has been credited and official receipt is enclosed. Mrs. Richardson is writing you also.

Mrs. Bethune is requesting that you and Mrs. Irene Roberts get together and try to secure as many ten-dollar donations from individuals and groups as you possibly can. If these gifts can be secured and reported by the middle of April, the time when our Rally Drive will close, the Alumni will receive credit for everything that is secured.

Please be assured of our gratitude for the cooperation and help that you are giving to the work.

Sincerely yours,

Office Director.

1 enclosure

Donors

March 15, 1938

Mr. H. M. Griffin
309 North Grandview Avenue
Daytona Beach, Florida

Dear Mr. Griffin,

Last year you were kind enough to make your donation to the maintenance of Bethune-Cookman College, through the medium of the Annual Students and Teachers Rally. You sent this donation through me, in order that my group might receive the credit for the solicitation.

May I thank you for your cooperation with me and your help to the school, and respectfully request a duplication of the gift this year? Our Annual Rally closes in early April and we are trying to line up our gifts now. If you and Mrs. Griffin will be kind and generous enough to help us in this way, we will deeply appreciate it.

Very truly yours,

Bertha L. Mitchell.

March 15, 1938.

Miss Lillian Hines,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Miss Hines,

Mrs. Bethune asked me to state to you that she would not reply to your letter of March 10, for she wanted you to remain on the staff of Bethune-Cookman College. She would like to talk with you and get the result of your further reactions when she returns to the campus in late May. Meanwhile, she requests that you "carry on."

She left so many duties for me to perform this week. It is for this reason that this message is delayed. Please understand.

Sincerely yours,

March 16, 1938

Dr. Kelsey L. Pharr,
1025 Northwest Second Avenue,
Miami, Florida.

Dear Dr. Pharr,

On behalf of the students and teachers of Bethune-Cookman College I wish to extend deep gratitude to you for your contribution of one hundred dollars, presented by Mrs. Bethune. Upon her request, this gift has been credited to the maintenance needs, through the medium of the Annual Students and Teachers Rally. Upon her request, also, the credit for the gift is being allowed her grandson, Albert M. Bethune, Jr. You see, each student and each group is competing with the next one, trying to raise the largest amount for the Rally, which will close on April 17th.

We enclose official receipt for your contribution.

Sincerely yours,

Office Director.

1 enclosure

General

March 16, 1938

President J. R. E. Lee,
Florida A. and M. College,
Tallahassee, Florida.

My dear President Lee,

If Mrs. Bethune were here she would feel deep gratitude to you for your consideration in sending her a complimentary ticket to the Marian Anderson recital, which will be held in the Florida A and M. Auditorium on Saturday evening, March 19. She left the College Sunday evening, and will not return to Bethune-Cookman and the State until late May.

May I thank you, for her, for your kindness, and wish for you great success in the presentation of Miss Anderson.

Very truly yours,

Secretary.

March 17, 1938

Dr. W. A. C. Hughes,
1701 Arch Street,
Philadelphia, Pennsylvania.

Dear Dr. Hughes,

We are deeply grateful for your co-operation with our Annual Student-Teacher Rally effort. Mrs. Richardson, Mr. Taylor and I are all stimulated because of your encouragement and help.

I enclose official receipt for your contribution of seven dollars, fifty cents, with the proper credit made.

With best wishes,

Sincerely yours,

P. S. I delivered your envelopes yesterday afternoon. I had Mrs. Dyett sign a receipt for hers, and enclose it. This amount was covered by my blanket receipt, but this signed one may be better for your records.

blm

March 17th, 1938.

Donors

Mrs. C. A. W. Allen,
Hotel Robert Fulton,
New York City.

Dear Mrs. Allen,

Mrs. Ranslow has just brought to the office your generous check of ten dollars, to be applied to the total proceeds of the Advisory Board Table of the "Spring Fete," recently sponsored by the Advisory Board.

Because we know so well of your interest of many years in the school, and the work of the Advisory Board, we feel deep gratitude for this gift that you have sent. We are so sorry that you could not have been here. Mrs. Bethune has written you of the beautiful occasion, and perhaps, by this time, she has seen you in New York and talked with you about it.

Please know that the students and teachers of Bethune-Cookman are very, very grateful for your continued interest and help.

Sincerely yours,

Office Director.

enc-receipt for $10.00

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE 3/17/38

Inter-Office Communication

To - Mr. Simpson - Dean Bond - Mr. Taylor

From

Mr. Herman L. Atler,
Box 306
Valatie, New York

Announces that he is offering this year, a Prize of $5.00, to the student of Bethune-Cookman College, who has the highest average of 1937-38.

B. L. Mitchell.

General

March 18, 1938

Mr. William J. Gordon,
2807 Eighth Avenue,
New York City.

Dear Mr. Gordon,

Your letter of March 14th has been received in the absence of President Bethune from the College. Perhaps, you saw her when she was in New York yesterday. If not, I know she will make it possible to see you and discuss matters concerning Bethune-Cookman College at some time in the near future.

I am forwarding your letter to her in order that she may put your correct address in her book.

Very truly yours,

Secretary.

March 21, 1938.

Dr. M. J. Holmes,
The Board of Education of
The Methodist Episcopal Church,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes,

Your letter of March 18 has been received in President Bethune's absence from the college. I am forwarding it to her in Washington, as she is giving personal attention to the matter of insurance.

Very truly yours,

March 21, 1938

Mrs. Leila T. Alexander
Pearl Street Neighborhood House
Waterbury, Connecticut

Dear Mrs. Alexander,

We have just received from President Bethune, your contribution of five dollars to our Institution and we wish to express our deep gratitude for it. It could not have come at a more opportune time, for we are greatly in need of funds to carry on. It has been credited to "scholarship donations," and will serve the double purpose of helping some student while applying also to our maintenance needs.

We sincerely hope that your interest in our work will continue.

We enclose receipt for this gift.

Sincerely yours,

Office Director.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH FLA.

DATE **3/22/38**

Inter-Office Communication

To **- Mrs. Julia A. Davis -**

From

Mrs. B. W. Wellington, of
Corning, New York

Desires 1 Maid's Apron Set, of White Organdie, with rick-rack braid - (I believe the set consists of the apron with long collar and the cuffs) -

AS SOON AS IT CAN BE MADE-

I will sent the set to her and she will send her check in payment.

B. L. Mitchell.

March 22, 1938.

[illegible]

Memorial Center and Urban League, Inc.
Mr. William L. Evans, Executive Secretary,
155 Cedar Street,
Buffalo, New York.

Dear Mr. Evans,

We have received, through President Bethune, your generous contribution of fifty dollars to our Institution. May we express to you our deep appreciation for this gift. I am sure Mrs. Bethune has told you of the difficulties we are experiencing at this time, in the way of securing maintenance funds. We are crediting your gift as a "scholarship donation." In this way it will serve a double purpose - it will help some worthy, needy student to remain in school until the end of the year and, at the same time, will be of assistance in meeting maintenance needs.

We enclose some literature descriptive of our work, and some picture postcards of our buildings. We sincerely hope that your interest and the interest of your group, will continue.

Sincerely yours,

Office Director.

enclosures

Donor

March 23, 1938

Mr. Ralph Mizelle
1107 Broadway
New York City

Dear Mr. Mizelle,

I have just received a letter from Mrs. Arabella Denniston, stating that you had not received official receipt for your recent donation of five dollars to Bethune-Cookman College.

May I apoligize to you for this delay and offer the following explanation: - We have been in the midst of our Student-Teacher Rally, and have been putting forth every possible effort to secure gifts from friends for this particular occasion. In entering your gift in my day book, which is merely for office checking, I somehow indicated a Rally credit, because all of the other gifts on that page carried Rally credit. The Rally was scheduled to close on March 17th, but the date has been extended to April 17th. If Mrs. Denniston had not called my attention to the fact that a receipt was due you, the gift would have been held for the final rally report. You understand that with the credit to the Emergency Campaign it helps us just the same, for all of these efforts swell our maintenance total. It is our purpose, however, to place each amount in its rightful place.

I send you official receipt, with the gratitude of our Institution for this cooperation with our program. No doubt Mrs. Bethune has already thanked you for this donation.

Very truly yours,

Office Director.

1 enclosure

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - 4/2/38

Inter-Office Communication

Lorena Folder

To - Mr. Simpson and Mr. James

From

Mrs. Rees is suggesting that the Story Hour children be trained for recitations on an Easter program, on Easter Sunday afternoon.

She also suggests that the Easter eggs, in the little exercises used in previous years, be provided for these children. She feels that this is one of the traditions that we might carry through the years, as it is beautiful and fitting.

I think that it will be rather nice for us to accept Mrs. Rees' suggestion.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - 4/5/38

Inter-Office Communication

Departmental

To Mrs. Georgia Taylor -
From

ORDER FOR MRS., RANSLOW -

Mrs. Ranslow desires you to make 1 dozen cup cakes for her in the medium-sized (not the small) crinckle cups, to be ready for delivery at 10 o'clock Thursday morning.

The cakes may be plain and chocolate-iced.

B. L. Mitchell.

April 5, 1938

General

Miss Consuella Dailey
27 Bellevue Avenue
Woodbury, New Jersey

Dear Miss Dailey,

Your letter of March 20 has been received in the absence of Mrs. Bethune from the College.

I am very happy to send you, however, a short resume of Mrs. Bethune's life, together with some literature descriptive of Bethune-Cookman College, of which Mrs. Bethune is Founder and President.

With best wishes,

Sincerely yours,

Secretary.

enclosures

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE April 6, 1938

Memo folder

Inter-Office Communication

To - Mr. Simpson -
From Mr. Benjamin Taylor

Mrs. Rees requests that 2 boys be furnished Mr. Frank Taylor TODAY to get the grounds around Cookman Hall ready for the planting of some petunias. She asks that the old Century plant that looks so bad on the West side be taken out or all of the dead leaves removed.

The boys who work in Cookman Hall have no brooms. Mrs. Rees earnestly requests that brooms be furnished them TODAY.

Mrs. Elizabeth Taylor, who has been ill for some time, is coming out to see the Dormitory Friday. She is the Advisory Board member in charge of Cookman Hall. Mrs. Rees especially wants this building and the grounds around it in good shape for Mrs. Taylor's inspection.

B. L. Mitchell.

April 6, 1938

Mr. K. Anton Kolthoff
75-77 East 112th Street
Apartment 8
New York City

Dear Mr. Kolthoff,

Your letter of April first has been received in the absence of President Bethune from the College. She left yesterday for an extended trip to the Far West and will not return to Washington until May 21st. She will then come to Florida for our Commencement May 25th through 31st.

As no action can be taken on your application until Mrs. Bethune is in the office, I shall hold the matter in abeyance and present it to her when she comes to Bethune-Cookman for commencement.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

April 9, 1938

Mrs. B. W. Wellington,
192 Pine Street,
Corning, New York.

Dear Mrs. Wellington,

Thank you for your check for $[illegible].25, covering the charge for the apron set sent you recently.

We are very happy to know that you liked the set and that you will use your influence to secure other orders.

With best wishes,

Sincerely yours,

Office Director.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Memo folder

DATE - 4/18/38

Inter-Office Communication

To - Mr. Simpson, Mr. Taylor, Mr. McGee,
Mrs. Dyett

From

Mrs. Stults, of Calvary Baptist Church, desired the Quintette to give 2 Spirituals, and Mrs. Dyett to give a reading, (which I am sending to Mrs. Dyett, attached) Tuesday afternoon, April 19th, 3 o'clock.

The church is located at 801 Earl Street.

B. L. Mitchell.

April 20, 1938.

My dear Simmons,

Did you think that I had FORSAKEN you? Not so. I have just been trying to get to some letters - yours among them - for days - and this is my first opportunity. I do pray that I have not inconvenienced you, for I want you to get the break in New York of which you are so capable and so richly merit.

I am still working my fool self to death, but that is the only way I know, it seems, to earn a living. Bethune-Cookman is somewhat changed these days, you know, and although I am not nearly so happy in my work as I used to be in the old days, I somehow manage to keep fat - fatter than I like to be - as usual.

Then, too, that little girl of mine is so adorable and Ben is so swell to both of us that my private life makes up for any handicap of the job.

Good luck, Simmons, and dont fail to call upon me for anything else you need. Mrs. B. is in California and points West and will not get back to Washington until May 20th - Daytona Beach, May 24th. So, if there is any additional statement needed, just let me know, and I shall be glad to send it. Also, I shall send it more promptly than this one.

Always sincerely yours,

P. S. The Steels are still here. She is "personal shopper" at Yowell-Drew's and he is still a bum. Smile. L.

General Correspondence

April 22, 1938

General Motors Acceptance Corporation
1 North Orange Avenue
Orlando, Florida

Attention - Mr. G. F. Moore
Credit Department

Dear Mr. Moore,

A "stop payment" order, which was applied by Mrs. Bethune's Washington Bank on a duplicate check, rather than on an original, for which it was intended, has resulted in a delay in having funds here to cover her monthly obligations. It is for this reason that you have not received her April 10th payment on her account with you - H 9 - 4665 - in the amount of $40.00.

I hope to have the matter entirely clear by Monday, April 26th and if you will be kind enough to extend your courtesy to that date, I shall mail the check then.

Very truly yours,

Bertha L. Mitchell,
Secretary to Mrs. Bethune.

April 27, 1938

Donor

Mrs. Frank McAdoo
3108 King Street
Berkeley, California

My dear Mrs. McAdoo,

We have just received, through President Bethune, your contribution of five dollars to Bethune-Cookman College maintenance budget. We are most grateful for this evidence of your interest in the program here - this vote of confidence in the efforts of Mrs. Bethune and the staff here. We enclose official receipt for this gift.

We are sending you some literature descriptive of our Institution, also some postcard pictures of some of our buildings. We sincerely hope that your newly-aroused interest will continue and grow as you know more of our work.

With sincere good wishes, we are

Gratefully yours,
BETHUNE-COOKMAN COLLEGE,

Office Director.

enclosures

April 30, 1938.

My dear Miss McBride,

Mr. Simpson, the acting President, has asked me to say to you that we have some very fine moving pictures of the school. He is planning to go down the State to show the pictures at local high schools, with an idea of recruiting students for next year. He thought it might be a good idea to show them in Miami under the auspices of the Alumni Association as a means of raising additional money for the school. What do you think of the idea? Will you and your group cooperate in such an effort? Have you any suggestions to make that might facilitate the success of such a project?

Mr. Simpson and one or two others would prefer coming to Miami by Friday, May 13th, at the latest.

Let us hear from you concerning this matter.

Sincerely yours,

Office Director.

April 30, 1938

Miss Emma McBride,
6293 Northwest 17th Avenue,
Miami, Florida.

My dear Miss McBride,

We are simply elated over the success of your efforts in behalf of Bethune-Cookman College, among the members of the Alumni Association of Miami. Your gifts totaling $58.00 for the Annual Rally are greatly appreciated. I am sending notes of appreciation and receipts to all of the donors in the $43.00 group, and notes to those in the $15.00 group, for the receipt has already been issued and sent to you. I will get the notes to the organizations you mentioned in time for their meetings. Mrs. Bethune, when she comes down next month, will be happy to know of this splendid work you are doing. We are all grateful for your continued interest. We consider you to be one of the finest boosters for the College that we have in the State.

When Mrs. Bethune was in Miami you very kindly allowed her bring with her a term paper, on the subject of her life. We have made some copies of this very excellent material, for publicity purposes and, under separate cover I am returning it to you. Thank you very much for the use of it.

Be assured that we will be happy to receive any further donations that you may be able to secure and send in before the close of school. Commencement will be held on Tuesday afternoon, May 24th, at three o'clock, a week earlier than previously scheduled.

With very best wishes,

Sincerely yours,

Office Director.

May 2nd, 1938

Mrs. Ella Rhodes,
1131 Washington Street,
Clearwater, Florida.

My dear Mrs. Rhodes,

Your letter of April 30th has been received and we are very glad, as usual, to clear up in your mind any doubt that you may have concerning your son's bill.

First of all, Mrs. Rhodes, do not say you have sent the College $10.50 and $7.50 in April WHEN YOU SENT IT TO YOUR SON. THE COLLEGE IS NOT RESPONSIBLE FOR FUNDS, when they are received by the students. How can we be? Out of that $18.00, Leroy paid $9.00 on his account. He did not work for a short time after he was paid by NYA. In fact, we allowed him fully five days of time for work that he did not do, for he was notified then of the unsatisfactory service he was rendering. And, his NYA check for $7.50 has been in the office for days and he has not even come in for it.

Leroy just left the office. I sent for him this time, as I did once before to find out what he did with the money you stated you sent to him. He was exceedingly rude and stated that YOU did not understand that the $13.00 balance meant all due for the entire school year. You will note that we even anticipated the NYA checks that would come to him in order that you might have all information, to the end of the school year, before you. We stated clearly for "1937-38 account." If we had meant the balance for April, 1938, we would have stated this. This statement should prove to you that we are more than fair with this young man. When you wrote to us, asking to help him, we made a place for him. We credited him with NYA funds when he was reported repeatedly for doing unsatisfactory work. When we removed him from the work, we had to do so. Even so, you will note that the College ANTICIPATES NYA CREDITS for 3 months during the last quarter for him? Does this look as though we are trying to cheat him or you? Please try to understand, Mrs. Rhodes. We are giving Leroy exactly $15.00 - two NYA checks - for a very little amount of work.

The $13.00 is for the entire year - the entire balance of this school year. It must be paid by May 13th, in order that final exams may be taken. No further amount is needed this year. I suggest that you send this direct to the college office.

Very truly yours,

Office Director.

Student

May 6, 1938

Miss Bertha Aubry,
2935 Acton Street,
Berkeley, California.

Dear Miss Aubry,

Thank you very much for your letter of April 28th, which has come in the absence of President Bethune from the office. She is in California at this time and you may see her there.

I regret to state that we do not accept students of the eighth grade. We will offer one year of high school work in 1938-39, but shall not do so beyond that year. We will concentrate on junior college and teacher-training work.

Under separate cover we are sending you one of our catalogs.

Sincerely yours,

Secretary to Mrs. Bethune.

Student file

May 6, 1938

My dear Mr. Rogers,

May I "tenderly remind" you of Eleanor's balance of $54.20, including the charges which will be made for commencement expense (cap, gown and diploma.) The final exams start on May 16th, and slips from the Business Office will be issued May 13th. The matter should be adjusted, therefore, by that time.

I didnt want anything to "slip up" - hence this note. Of course, we will always take care of Eleanor but I felt that you would want to know the status of her account.

Sincerely yours,

Mr. G. D. Rogers,
Postoffice Box 1092,
Tampa, Florida.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Business Office folder

DATE - 5/7/38

Inter-Office Communication

To - **Mr. Taylor and Miss Hines**

From - **Office of the Acting President**

Re your suggestion of signed and endorsed notes for students' delinquent accounts:

Would suggest in every case of balance due the institution that a note be secured from the student as an evidence of his financial obligation to the college. His note will prevent any future arguments relative to the account owed. At our next meeting we can check up those who, with almost certainty, we know will not be able to clear up their bills to the school. Pressure must be exerted.

In addition, at our next conference we will again outline the method of procedure for examinations and find out where our last method failed. Our last method - result of studying accounts receivable - was to state by names only those who would be permitted to take exams and variation from this list would only be recognized on an order from this office.

Student

May 7, 1938

Mrs. A. V. Hamilton,
2012 North Sixth Avenue,
Pensacola, Florida.

Dear Mrs. Hamilton,

Thank you for your recent remittance of three dollars, which has been credited on Lorraine's account. We enclose official receipt for this amount.

For your information our bookkeeper has prepared an itemized statement of the charges and payments on this account this year, showing the balance for the year. Please have this balance here by May 13th, in order that Lorraine may receive her approval slip for final examinations.

I just want to congratulate you upon the most satisfactory manner in which you have handled the account this year. I hope that you will be more pleased with Lorraine's development this year than you were last year. I think she has done so well.

With best wishes,

Sincerely yours,

Office Director.

2 enclosures

May 9, 1938

Mrs. Thomas Fleming, Jr.
Quinta Querida,
1541 Lombardy Road,
Pasadena, California.

Dear Mrs. Fleming,

We are so grateful for your interest in Bethune-Cookman College, recently aroused as a result of talking with our beloved Mrs. Bethune. I am sure she has told you how greatly we need new friends, and how much your generous contribution of one hundred dollars will help us at this time. May we thank you for it.

We are happy to enclose some literature, descriptive of Bethune-Cookman College, and some postcard views of the buildings. The college, as you know, was founded by Mrs. Bethune, and she has been the guiding spirit of the work for thirty-four years.

We sincerely hope that your interest in the work will continue, Mrs. Fleming. From time to time we will send you literature. Whenever you are in Florida, please peep in upon us. We should be so happy to have you know, at first hand, of the program we are fostering.

Sincerely yours,

Office Director.

[illegible] enclosures

Done

531 Connally St., S. E.
Atlanta, Georgia
May 12, 1938

Mrs. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

Mrs. Bethune's letter concerning the prize to the students of the commercial department has been received. I regret very much that I cannot offer the prize this year. I asked last summer that a statement of the prize be left out of the college catalog as I knew at that time that I would not be able to offer anything while attending school.

So far, my term here has been successful. I have been told by Dean Brawley that I can complete my college course by attending summer school this summer. I need five hours of work in Business Administration. I am not sure yet if I can find a school that is offering the courses that I need, however, on my major work.

We are closing here June 7. When are you taking your vacation? I had planned to write you before now, but just kept putting it off.

Love to Marcia, and best wishes to the Bethune-Cookman family.

Sincerely yours,

Mae E. Gramling

Student

May 13, 1938

Mrs. Jessie Stephens,
Daytona Beach, Florida.

My dear Mrs. Stephens,

I read your letter, sent by Louis, with clear understanding. I know that you have had "hard sledding," and I felt that Louis had not been giving you clear information concerning his account. I had him to understand that I would direct $51.00 of scholarship aid to him this year if you could pay the $20.00 balance from last year and the very small balance of this year (after the $51.00 had been applied). I have spoken to him time after time about the matter.

I talked with Miss Hines, the bookkeeper after receiving your letter this morning. She will be willing to take a note for the balance. Please come down to the office to see her this afternoon or tomorrow morning.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE - 5/16/38

Inter-Office Communication

To - Mr. Taylor

From Student

Mrs. Ranslow asks that you have the furniture in the Girls' Dormitory mended and repaired where needed - IMMEDIATELY. This must be done beforme the spraying is done.

Mrs. Ranslow asks that the furniture be re-finished or restored as near the present color as possible.

No doubt Mrs. Ranslow has talked with you concerning this work. I "gathered" that the matter is urgent.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE 5/16/38

Inter-Office Communication

To - Mr. Simpson - Acting President

From

Memo Folder

Mrs. Rees reports that DREKA'S, large Department Store of DeLand, is having a Closing out sale this week, selling goods - particularly dry goods - at less than cost. She suggests that Mrs. Bond be furnished about $10.00, to purchase materials for aprons, to be made up during the summer for sale next year. It seems that a real saving will be effected, if this can be done.

blm

Donors

May 17, 1938

Miss Emma V. McBride,
6293 Northwest 17th Avenue,
Miami, Florida.

My dear Miss McBride,

Thank you for your letter and for the donation of five dollars, additional funds to the recent report of the Miami Alumni Group.

We are, today, writing Dr. Hawkins, President of the King of Clubs, thanking this group for the gift, and sending official receipt for it.

With very best wishes,

Sincerely yours,

Office Director.

Memo folder

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DATE 5/18/38

Inter-Office Communication

To - Mr. Taylor

From

Mrs. Ranslow asks that you take down one of the shades in the Girls' Dormitory Living Room, and get two more like it, as Mrs. Rees purchased 6 shades, but 8 are needed for that room.

blm

May 26, 1938

Mrs. Anne deG. Treadwell,
National Youth Administration
of California,
49 Fourth Street,
San Francisco, California.

Dear Mrs. Treadwell,

We are deeply grateful to you and to the staff of the California office, for your interest in Bethune-Cookman College. Your contribution of ten dollars brings encouragement as well as help to us at this time. We enclose official receipt for this amount.

Mrs. Bethune is now at the College and is giving us thrill after thrill, recounting her many and varied experiences in California and the West. We are so grateful to you for making her trip so enjoyable.

I am happy to enclose some literature and postcards of Bethune-Cookman College.

Very truly yours,

Office Director

enclosures.

May 28, 1938.

Mr. Andrew D. Nelson,
617 E. 32nd Street,
Savannah, Georgia.

Dear Mr. Nelson:

We have your letter of May 16 regarding an NYA scholarship for your son to enter some Embalming School. Mrs. Bethune is not at the college at the present, but I would advise you to write the President of some Embalming school relative to an NYA scholarship for your son. I am sure you will be given every possible consideration.

Very truly yours,

Office Director.

t

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

memo folder

DATE 5/30/38

Inter-Office Communication

To - Mr. Simpson

From

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1 - Isaac Royal did not pay the $25.00 on his school account, as expected, according to report from the bookkeeping office.

2 - I think it might be wise to notify the Dean's office to send out no transcripts of record for students until each individual by whom or for whom the request is made is cleared by investigation in the business office. If a request is made by a student who has a balance in the office, a note might be sent to him or her, stating that the transcript cannot be sent until the bill is paid.

This same procedure might also be used in releasing marks from the Registrar's office.

m

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Memorandum folder

DATE- 5/30/38

Inter-Office Communication

To - Mr. Taylor and Miss Hines

From

Mr. Simpson has agreed that
ELOISE TROUTMAN may help me in
the front office until June 30, 1938.

Please make proper notation on your
records. Miss Troutman will be working
on regular full-time student wages -
from May 25, 1938.

B. L. Mitchell.

General

May 30, 1938

Mrs. A. W. Tressler,
Jacksonport, Wisconsin.

My dear Mrs. Tressler,

The enclosed bill from the Florida Power and Light Company, covers the final reading of the meter in the Holly Hill House. The other bill sent to you, for which you sent your check, covered service to the regularly monthly close of their books. This bill is for the period from April 14th to April 30th.

We sincerely hope that you are spending some pleasant and happy days in Wisconsin.

Sincerely yours,

Office Director.

Faculty

June 3, 1938

My dear Miss Singleton,

Thank you for the card, giving your address in Mobile. It is a great help to us to have these forwarding addresses, in order that we may handle the mail with proper dispatch.

I note, in the same mail, a letter to Mrs. Bethune, marked "Personal." Mrs. Bethune left early this morning, so I am forwarding this letter, intact, to her Washington home. She will spend only a day there when she arrives, but it is her plan to return there Wednesday of next week. You will, therefore, hear from her soon after that time.

The campus looks dead, but there is still plenty of work to do. I wish the summer school folks did not have to come, for so much more work can be done without their constant interruptions.

I sincerely hope that you had a safe arrival home and will have a pleasant, profitable summer. Mrs. Richardson is away just now and there are only Eloise and myself in the office.

With best wishes,

Sincerely yours,

General

Mrs. Carter

518 W. Jackson Street
Orlando, Florida
June 8, 1938.

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell;

I am expecting to attend your summer school this year, and will arrive there sometime Saturday morning, unless something prevents.

If practicable to do so, please have me a good airy room reserved. I had a room on the northeast corner, third floor last time. I think this room was number 50, and just across from it is No. 49. Either of these will be all right, provided they are not already occupied. Ask Ben to make a good selection for me, if he is not busy at present. The last time I was there, I experienced considerable delay in getting the room fitted up.

I shall want to leave my car at some place also, instead of leaving it in the weather the whole time. Probably Ben can make a recommendation on that after I arrive.

With love to you, Ben, and the baby, in which my wife joins, I am

Yours very truly,

Thos. R. Reid

Thos. R. Reid

TRR/r

Will hold 49

Mrs. Carter

application

June 14, 1938

Mr. John A. Ross,
2244 Venus Avenue,
Jacksonville, Florida.

Dear Mr. Ross,

Your letter of June 13, received in the absence of Mrs. Bethune from the College, has been referred to Mr. Simpson, the acting President, who is now taking care of these administrative details. You will hear from Mr. Simpson within a few days.

With kind personal regards,

Sincerely yours,

Office Director.

Mitchell
Faculty

408 So. Dearborn Street
Mobile, Alabama
June 16-1938

My dear Mrs. Mitchell:- There were two or three invitations sent to me in Daytona Beach, which I desire to possess - Also I receive copies of Better Homes & Gardens and Newsweek Magazines which I would appreciate having forwarded to me along with any other material addressed to me.

I am writing Magazine Publishers to mail the balance of my subscription here to Mobile.

I received a letter from Edna Jones of Dade City Florida, asking me to recommend her to you for a larger N. Y. A. Scholarship next term, stating she would be willing to work in Laundry: I can speak truthfully of her ability to iron: She did Uniforms for me on several occasions. I am mentioning this to you solely because she requested me to do so and not because I am trying to sway your decision in the matter one way or another. Now, I can write Edna and tell I wrote you concerning the matter and that clears me all the way around. (Smile)

It is very hot here and we have had very little rain since I came home. My neice returned Sunday from her work in Gulf Hammock Fla. She reports Fla. very hot too. Guess you are experiencing some of that at Daytona.

I want to thank you for your help and co-operation while I was connected with B.C.C. I took pains to close out fully all accounts with merchants there as I did not want to have the College to do any adjustments on my behalf. Your speaking for me to certain places of business made it possible for me to secure merchandise which I desired and I appreciate your faith in me, a total stranger, to you.

If you can find time write me some time about the progress of things down there.

My experiences at B.C.C. will help me in future, even the unpleasant ones - I learned many things about people & conditions which I had never known before - I met several very fine folks some of whom were on the faculty. My remembrance of them will always be a pleasure.

Trust the college will be able to realize sufficient finance to carry on to the fullest not only next term but for years to come - The whole scheme of the place is a beautiful venture and a decided monument to our Race - All praise to Mrs. Bethune - So thanks for the "memory" of it all. Love to the baby

Yours very sincerely

Rosalie L. Singleton

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo folder
file/

Inter-Office Communication

To - Mr. Simpson, Acting President

From

June 24, 1938

Mr. Campbell and another man from the State Youth office called this morning. At Dean Bond's request, these gentlemen met with Dean Bond, Mr. Taylor and me, to discuss the proposed Model School.

Mr. Campbell had received the copy of your letter to Mr. Youngblood, indicating that we are ready to go ahead with the planning, if the Youth Administration is ready.

Mr. Campbell stated that they will go forward with the preparation of the Project to be sent to Washington for approval. Meanwhile, he will see Mr. George W. Marks, County Superintendent, to be assured that the land is transferred to the county. So far as I know, this has been done. At least the deeds were executed, and if they have not been recorded, it is simple for Mr. Marks to have this done. Mr. Campbell stated that the County School Board will have to sign the Project, as co-sponsors.

He asked for our recommendation of a good supervisor for the project, when he comes down within a few days. Mr. Taylor told him that he would have two or three men for him to interview, if he would let him (Mr. Taylor) know a day or so in advance, when he planned to come down. The supervisor must be a carpenter and a man able to direct the work of the boys. If we cannot find a suitable man here, Mr. Campbell will bring a man down from Jacksonville, who is especially capable in this work. The calibre of the man will be a great factor in getting the work done in a minimum of time. If NYA boys are brought in from Jacksonville, the college will, in all probability, be asked to provide quarters and board for them. I imagine that the Youth Administration will pay for this. I dont know.

They discussed the possible use of some of the space for lavatories, the inside finishing desirable, the roofing and other details of the building.

Mr. Campbell stated also that he would talk with Mr. Marks on the revised nature of the Project. When it was first discussed, the Project included a six-room Practice School and a Gymnasium and Recreation Hall. It was for this purpose that the land was originally deeded to the County, but the "Training Center" project did not go through.

Mr. Campbell felt that they might erect the building, with a good supervisor, within sixty days, and have it ready for use at the opening of the regular session.

blm

Donors

June 24, 1938

Mrs. H. M. Fillebrown
Bass River
Cape Cod, Massachusetts

My dear Mrs. Fillebrown,

Your kind letter of June 22nd has been received in the absence of Mrs. Bethune from the College. She will return to Bethune-Cookman about July 10th and will be so happy to receive your cordial communication.

In her absence, and the absence also of Mr. Simpson, may I express the school's deep appreciation for your continued friendship and interest. Your generous contribution of fifty dollars is so gratefully received. Our fiscal year will close on June 30th and we have been putting forth every possible effort to close with a balanced budget.

Both Mrs. Bethune and Mr. Simpson will be grieved, as we in the office are, to hear that Mr. Fillebrown is not well. Both will communicate with you upon their return to the campus.

Meanwhile, we have entered your gift in order that credit may go into this fiscal year, and we enclose official receipt.

Again, may we thank you for your unfailing kindness to us.

Sincerely yours,

1 enclosure

June 24, 1938

Mr. Louis Stephens
Cedar Grove Hotel
Lake Bomesen, Vermont

My dear Louis,

I have just received your letter of inquiry.

I made no provision for financial consideration for your work in the "Cabin" and I dont think Mrs. Bethune did so. I thought that you gave your service there, with Albert, for your board, in order to help them set up. Certainly I would not recommend any further compensation for you in view of the fact that Mrs. Bethune, Mrs. Albert Bethune and Bethune-Cookman College have been so considerate of you.

When you consider that you, a high school student, received the equivalent of a college scholarship during the past year, and that you did not give one hour of service for it, I feel that whatever help you can give the school or the Bethunes, is merely "fair exchange."

If, however, you feel differently, you should write Mrs. Margaret Bethune regarding compensation for your work at The Cabin. The school has no responsibility for this work during the summer.

With best wishes for a pleasant and profitable summer, I am

Sincerely yours,

Bertha L. Mitchell.

June 25, 1938

Mr. George W. Styles, Principal,
Dorsey Junior-Senior High School,
6020 Northwest 17th Avenue,
Miami, Florida.

Dear Mr. Styles,

Your letter of June 23, to President Bethune, has been referred to me.

If Miss Mary Viola Hannah was third in the graduating class of 1938, of your High School, she is in line for the tuition scholarship in Bethune-Cookman College during 1938-39. I enclose blank for Miss Hannah to fill out and send to us. I enclose also a blank that you, as principal should fill out and send, with her transcript, to our Dean Bond.

With best wishes,

Sincerely yours,

For the Student Aid Committee.

enclosures

file

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo folder

Inter-Office Communication

To - Mr. Simpson -

From

June 27, 1938

Mrs. Carter complained Friday afternoon that she could not give the close supervision necessary to Effie Dunbar in her building and suggested that she be transferred to Curtis Hall, along with her room-mate, Louise Hayes.

When I took the matter up with Miss Williams she expressed herself as feeling that Mrs. Carter was merely shirking responsibility. She agreed with me, however, that the school cannot offer the protection necessary to these younger girls when we have to place them in the building with men. At her suggestion, all of the younger girls of the regular session were transferred. She made room for them in Curtis Hall and told them that she would see that they behaved themselves. These girls are: Effie Dunbar, Louise Hayes, Betty Howard, Altamese Broom, Catherine Johnson.

blm

June 29, 1938

My dear Miss Singleton,

I enjoyed your full letter of June 16, but the press of work incident to the closing of the fiscal year (June 30) has prevented my answering before this time.

Your publishers will, in all probability, send your magazines to your new address. We are unable to forward magazines and second-class mail unless the addressee furnishes us with postage or makes arrangement for it. Our policy during the summer months, is to give the magazines to the Library and if and when the addressees instruct us, send them to their new addresses. I remember two copies of "Better Homes" and several copies of "Newsweek" addressed to you. If you wish to have them sent to you, in order that your file may be unbroken, I shall be glad to do so and you can reimburse me for the postage.

With very best wishes for your continued success, I am

Sincerely yours,

Bertha L. Mitchell.

July 7, 1938

My dear Mrs. Richardson,

Mr. Simpson has referred your letter of July 4th to me for reply.

Your report is very encouraging, and I hope that the close of the Drive in West Palm Beach will even exceed your expectations!

The enclosed check covers your expense report sent in last week.

Mr. Simpson will be very glad to go to Palm Beach on Wednesday, July 13th. He states that he will arrive there in the early afternoon. Our movie is a 16 mm. silent film. All he needs is a "plug-in." He will get there early enough, he says, to make the necessary arrangements.

Good luck!

Sincerely,

July 19, 1938

Knight Brothers Paper Company,
Jacksonville, Florida.

Gentlemen,

We are most grateful for your prompt courtesy in replying to our inquiry concerning announcements.

We have noted the beautiful styles and quality of papers in your catalog and have decided to use the regular folded, pan[illegible] sheets.

We, therefore, desire to have you send us 300 of the SHOREWOOD, Kegonsa, Ivory Vellum, sheets and envelopes.

Kindly ship these announcements, as soon as possible, C. O. D., and we will take them promptly.

Again thanking you for your kindness and courtesy, we are

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell,
Office Director.

BEST AVAILABLE COPY

July 22, 1938

Mrs. Vivian Osborne-Marsh
2838 Grant Street
Berkley, California

My dear Mrs. Marsh:

May we thank you for your cordial letter of July 14, and for the gifts totaling $21.50, from the Berkley, California Committee for Bethune-Cookman College. We have issued individual receipts to the donors, according to the names on the checks, with the exception of the $1.50 gift, which had no indication of the donor. This receipt, therefore, was issued to you. We should appreciate receiving from you a list of the donors with addresses, for our permanent files.

In addition to the gifts you have sent and the $5.00 from Mrs. McAdoo, we received $10.00 from the office of the National Youth Administration in San Francisco. The Los Angeles and San Diego groups have also sent in gifts.

We are deeply grateful for these evidences of your interest and confidence. You will rejoice with us in the fact that we were able to close our fiscal year on June 30th with a balanced budget. This was the goal toward which Mrs. Bethune worked so hard during the winter and spring, and was made possible by the cooperation and help of friends like you. We have started the new year with great faith, which is already being justified in your help.

The dimes you mentioned have not been received. This is a fine plan, and we will let you know when it begins working.

Mrs. Bethune has spent three weeks at the College during this month. She continues enthusiastic over her trip to the Coast, and feels great gratitude to the friends of California for their many kindnesses.

With best wishes,

Sincerely yours,

Office Director.

encls.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo folder

Inter-Office Communication

To - Mr. Simpson - Acting President
From

July 23, 1938

Eloise has informed me that you requested her to get a "leave of absence" from the front office work, in order to give the time to your office fully next week.

If this means that she is to close out her work with me this week, I am very sorry, both because you have not told me and because I need her. I would not have asked for her if I had not needed her and I feel that I have made my share of sacrifices for the best interests of the program.

Frankly, I feel very discouraged over this turn of events.

I should like to have some word from you on this, in order that I may make my plans accordingly.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

COPY TO MR. TAYLOR.

Inter-Office Communication

To -Mr. Simpson - Acting President.

From

July 25, 1938

I have not received the statement of the amount due the College from Mrs. Bethune, for confections taken over when the Cabin opened for summer school, nor the evaluation of electric light service for the six-weeks' period. Please let me have these bills as soon as possible.*

The attached final inventory of Cabin equipment has been checked, and may be checked further by the College, if desired. We have some supplies left there, which Mrs. Bethune desires to remain until she gives further word concerning them.

I gave explicit instructions to Mrs. Cutts to secure no service or supplies for the Cabin for the summer operation, for we wanted to see just how it could be managed independent of the College. If my instructions were not followed in this particular and the Boarding Department, Farm or Business office has any entries against the Cabin for supplies or service, I should like to have a statement of this also. We want the final report to show Mrs. Bethune every detail of expense for the operation.

* To follow. B. L. Mitchell.

Faculty

July 25, 1938

My dear Mrs. Richardson,

Your letter of July 23rd just missed Mrs. Bethune. She left yesterday afternoon for Tuskegee Institute, where she will attend the National Education Association meeting. As she will go directly from Tuskegee to Washington, it will not be possible for her to be with you in West Palm Beach on August third. I know she would have done this if she had been in the State.

Mr. Simpson left this morning for the meeting in Tuskegee, to be away from the college for four days. He referred your letter of July 23rd to me and I have gone very carefully over the outline for the proposed Style Show, and it seems most interesting. Certainly you are securing the full cooperation of the people there.

Our catalog issued in March covered 1937-38 and 1938-39, but there are so few left we are not distributing them. However, I have sent Mrs. Alice Sweetwine a Circular of Information and descriptive leaflet (for students) and I am sure she may secure from this literature the information desired. I am sending you, under separate cover, several copies of the Circular of Information.

The campus is very lonely since the close of summer school and the WPA Education Institute. You know about this condition "all too well", of course. We have so much to do, though, that the "reprieve" from interruptions, questions and the like, is very, very welcome.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

To * Mr. Simpson - Acting President

From

July 26, 1938

The Florida Power and Light Company will send their representative, Mrs. Starr, to the school to conduct a Course in Cooking, using modern electrical kitchen equipment, during the scholastic year 1938-39.

Mrs. Ranslow and Mrs. Starr called to discuss this matter yesterday and felt that The Cabin would be an ideal place to conduct the classes, which will be held once a week, for as long a period as the school may desire. The Florida Power and Light Company will run the wires for the equipment, and leave the range and equipment in place when not in use, although they will cut off the power at the pole.

It is suggested that the weekly class be held in the afternoon, in order that the cooks of various families may attend.

Our students should be sent a descriptive leaflet of the course (which we should prepare) and advised to register for the course at the regular time of registration. The Company would like to know as early as possible, how many students

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

To

From

will enter the class, in order that they may prepare accordingly.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo File

Inter-Office Communication

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BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

To - Dean Bond -

From

July 28, 1938

Dean Bond -

Shouldnt we write this young lady that we do not accept tenth-grade students?

blm

General

July 28, 1938

Mr. C. Blythe Andrews,
Secretary-Treasurer,
Central Life Insurance Company,
Box 1092,
Tampa, Florida.

My dear Mr. Andrews:

When Mrs. Bethune first read your letter of July 15, and noted what you said concerning your 1939 Calendars, she said "Cyril shouldnt have done that." I reminded her, however, that her photograph on the 1938 Calendars had brought so much inspiration to young people and old, all over the country, and so much splendid publicity to the Central Life Insurance Company, she graciously surrendered and asked me to send you a note to the effect that she would render this and any other service in her power, to the Company.

Mrs. Bethune will be in Washington and the East during August, and will, therefore, be unable to attend the meeting of the Board of Directors at two o'clock in the afternoon, August 9, 1938.

With best wishes,

Sincerely yours,

Office Director.

Student

August 1, 1938

Mr. Lemon A. Ivey,
230 Lake Avenue,
Newton Highlands, Massachusetts.

Dear Mr. Ivey:

Thank you very much for your letter of July 29th.

The National Youth Administration aid allocated to you last year was directed to another student, when you did not register. These grants are not held over from year to year, but are used to help as many students as possible during a current period.

We have already received scores of applications for aid this year. There are so many Florida students who need the help that it is extremely doubtful that we will be able to grant aid to out-of-state students. However, I am sending you, enclosed, an application blank, and if it is possible, favorable consideration will be given you.

With best wishes,

Sincerely yours,

Office Director.

enclosures

August 5, 1938

Mrs. Clara Wallace,
New Smyrna, Florida.

My dear Mrs. Wallace:

The enclosed copy of letter sent to you by Mrs. Bethune on July 26th, has not been answered, and I am anxious for fear you did not receive it. I talked with Mrs. Bethune over telephone this morning and she asked particularly about your reaction and possible reply to this communication.

I sent the letter just to "New Smyrna" for I thought you would receive it all right. Fearing you did not, I am sending this by hand. Please direct a reply to Mrs. Bethune, here, as soon as possible, in order that I may relay the information to her.

With very best wishes,

Sincerely yours,

Office Director.

1 enclosure

Scott

August 8, 1938

Miss Edna Scott
311 West LaRua Street
Pensacola, Florida

Dear Miss Scott ;

We regret to learn, from your letter of August 3, that you have little or no money to help you with your expenses in school for the ensuing year.

We would be glad to allow you some NYA aid, but it is impossible for Bethune-Cookman to give full aid to any student, when he is going to school here. We have a plan whereby a student may work full time for one year, and go to school and work part-time the following year. Although this takes a longer time for a boy or girl to complete his work, it is the only way we can help them when they have no money at all.

If you are interested in the full-time work plan, communicate with us again.

Very truly yours,

For the Student Aid Committee.

Barrett

August 8, 1938

Dear Mr. Simpson:

We have done fairly well Saturday and today and nothing of major importance has arisen.

Mr. Stanton came in this morning and is giving Mr. Ross valuable instruction in setting up the books for the new year and giving him points on our accounting system. I called Mr. Stanton's attention to the addition error on his June 30th report and he will check and correct it before he leaves.

Please note the enclosed acceptance from Miss Josie W. Roberts, which came in this morning. Mr. Baldwin Burroughs, one of the candidates for the position in French and English, sent personal data as requested but I thought you would not like to get into this until you receive further information from the other two people you are considering for this position.

The enclosed letters looked personal to me, with the exception of the one from Hartford. I thought this might be an application, but see that it is in reference to your work up there.

Mr. Van Poole talked with me this morning, stating that he thought it might be wise to have the men go right from Curtis Hall, I believe, to the other dormitory to start work. You had stated that they might wait until you returned, to both Mr. Poole and to me. Mr. Poole felt that this delay would not give them time to complete their work before the opening of school. I asked him, therefore, to write you the situation and delay them at least, until your personal judgment could direct us.

I believe Mr. Taylor had a talk with you about the account of Elcee Lucas, after you had definitely stated that the granting of the loan did not meet your approval. When Mr. Taylor insisted upon the loan, then, I asked him to talk with you. If he did, and if you changed your thought in the matter, please let me know, for Elcee is writing frantically for his transcript, which cannot be released until the loan goes through. This loan is for $16.50, and I think Mr. Taylor endorsed the note.

Mr. Lucas came in Saturday and made the request that his compensation be paid weekly. When he asked how he was to be paid I told him I thought you would pay him at the close of his work. I knew that the work would not hold him for a month, and thought that it might be arranged to pay him weekly, since he needed the money. I, therefore, asked Mr. Ross to pay him for that portion of last week that he worked. Before doing this for this week, I should like to have your authority.

Mrs. Hines, who has been matron of the laundry for about ten years, has made a rather unusual request of the school. She is asking for an advance of $30.00 on her wages for next year, to meet some kind of dire emergency. I was wondering if there is any way to meet such a request, letting her have the $30.00 and refunding ourselves by deducting say fifty percent of her weekly wages until it is paid. Wont you discuss this with Mrs. Bethune and let me know by wire what I may say to her? We havent ever had such a request except the one from Miss Williams, for the help for her study. If the advance were made, it would not go on the books as an advande but as wages. This, at least, would prevent our doing so much bookkeeping to cover it.

Please let us know what success you have in making additional engagements; also keep in close touch with us in order that we may know where to send communication.

With best wishes,

Sincerely yours,

enclosures

MARY McLEOD BETHUNE
PRESIDENT

ABRAM L. SIMPSON
Acting President

WILLIAM M. COBB
TREASURER

BETHUNE - COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

Simp.

August 8, 1938

This letter and enclosures were sent to Tupper Lake - They have just been returned here. I want you to have this information.

M.

Dear Mr. Simpson:

We have done fairly well Saturday and today and nothing of major importance has arisen.

Mr. Stanton came in this morning and is giving Mr. Ross valuable instruction in setting up the books for the new year and giving him points on our accounting system. I called Mr. Stanton's attention to the addition error on his June 30th report and he will check and correct it before he leaves.

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Please let us know what success you have in making additional engagements; also keep in close touch with us in order that we may know where to send communication.

With best wishes,

Sincerely yours,

enclosures

Student

August 9, 1938

Mr. McLendon Marion
1405 Cleveland Street
Jacksonville, Florida

Dear Mr. Marion:

Thank you very much for your letter of August 8th.

The National Youth Administration, through its College Aid program, makes allocations to Colleges for the aid of worthy-needy students. Bethune-Cookman College students benefit from this aid, which is not in the form of a scholarship, but is compensation for work assigned to the students and performed satisfactorily.

We would be happy to consider you for such help, but you state that you have no other source of income. The NYA aid does not pay a students full expenses. We must know, therefore, that a student can pay the difference between the NYA help and the total expenses, in cash. If you have no money at all, you might enter our Institution as a full-time work student for the first year. This would enable you to earn $16.00 a month, plus your board and room, and the $16.00 would be held toward your expenses the following year, when you would be allowed part-time work, and permitted to attend classes. If you are interested in this plan, fill out the enclosed blank and we will be glad to investigate you and give you consideration, if possible.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

Student

August 9, 1938

Miss Sarah Harreld,
110 Warren Avenue,
Spring Park, New Jersey.

My dear Miss Harreld:

We hope that you will return to Daytona Beach in the Fall and that we may have you as a student in Bethune-Cookman College during the ensuing year.

Mr. Simpson has asked me to send you the enclosed application form, which you should fill out and send in for your NYA aid.

I am also enclosing some literature of interest to prospective students.

With best wishes,

Sincerely yours,

Office Director.

enclosures

Student

August 9th, 1938

Miss Marian Gatlin,
1109 Magnolia Street,
Thomasville, Georgia.

Dear Miss Gatlin:

Thank you very much for your letter of August 2nd.

We would like very much to have you here as a student in Bethune-Cookman College. We have so many applications for student aid from Florida students, however, that we are unable to give favorable consideration to any out-of-state students. We hope, however, that it may be possible for you to come to us as a regular student.

With best wishes,

Sincerely yours,

Office Director.

August 9, 1938

Miss Alberta S. Guiden
502 Twentieth Street
West Palm Beach, Florida

My dear Miss Guiden:

Thank you for your letter of August 5th.

We would like very much to cooperate with you in the matter of a loan for your brother's entrance fees, but the regulations governing loans to students would not cover this situation. These loans are made only to students who are candidates for graduation in the second semester or third quarter of a school year. The applicant's record will then indicate his promise of future usefulness. The loans must be approved by the four members of the Student Aid Committee, of which the Acting President is chairman, and by Mrs. Rees, a member of our Board who established the loan fund.

I am suggesting that you write to Mr. Simpson, and ask him for an extension on your brother's entrance fees, for a month after the opening of school. I know that he would give such a request his sympathetic consideration.

I wish that I might write you more encouragingly concerning the loan, but it is not possible to do so.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

Student

August 9, 1938

Mr. Clyde Allen,
Route 1, Box 19,
Odessa, Florida.

Dear Mr. Allen:

You will note on page 5, of the enclosed Circular of Information, the regulation covering the residence of, Bethune-Cookman students.

Mr. Simpson is out of town at this time and will remain away until August 30th. I am, therefore, unable to take up this request with him. Nor am I am able to grant you the permission you desire.

I suggest that you write Mr. Simpson concerning this matter about September first.

Very truly yours,

Office Director.

Student

August 9, 1938

Miss Ellen T. Styles
1315 Northwest First Place

Miami, Florida

Dear Miss Styles:

Please fill out your tuition scholarship blank and send it to us immediately. We will communicate with your principal for his recommendation and copy of your transcript , and will then notify you.

Please study the enclosed Circular of Information and leaflet, for informatioh concerning the other expenses in Bethune-Cookman College.

Very truly yours,

Secretary, Student Aid.

Faculty

August 10, 1938

My dear Mr. Simpson,

Mr. Poole is now in the office. He has been talking with me concerning the importance of having the farm land turned in order that the planting may go forward. It seems that the man who was repairing the tractor went back to his job in the Chevrolet garage, stating that whatever work he did on our tractor would have to be done at night. He has not come back since. Mr. Poole says he tore out the engine and was trying to run the tractor with a little motor he brought out. He has not put the tractor in running shape yet. Meanwhile, the ideal weather for turning the land is here and things are at a standstill.

Mr. Poole went today to McDonald's farm and found a man who could be secured, with his tractor, for the work of turning the land. This man will charge $18.00 a day or $75.00 for the full job of turning all of the land of the 12 acres. Mr. Poole says this is a bargain, and is very eager for your approval, in order that the planting may be done and something ready for the boarding department when school opens.

Please let me hear from you on all of these matters - this and those indicated in the other letter of today - by air-mail, special delivery. I do not want to use my judgment on this, for it is not good enough. On the other things I am doing so, but with an item this large, I would like for your personal approval to be given.

With best wishes,

Sincerely yours,

File

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

August 12 - 1938

To Dr. J. T. Stocking

From

The bearer, NATHANIEL FLOYD, is a full-time work student at Bethune-Cookman College this year.

He is having some trouble with his face that he feels should have your attention.

In the absence of the Acting President, I am asking that you examine the boy and, if necessary, prescribe for him.

I know this is not the proper form, but I think it will pass as official, under the circumstances.

P. C. Mitchell
Office Director.

Student

August 12, 1938

Miss Alzora R. Goodrum
920 Third Avenue, South
St. Petersburg, Florida

Dear Miss Goodrum:

In response to your letter of August 9th, I enclose statement of your credit account from the Business Office. Please bring this statement with you when you come to register next month.

A statement of the NYA aid to be allotted you for part-time service during 1938-39, will be sent to you within a few days.

With best wishes for a pleasant vacation, I am

Sincerely yours,

Office Director.

1 enclosure

General

R.D.#1 Carbondale, Pa.
August 14th.,1938.

Mrs. Bertha L. Mitchell,
Daytona Beach, Fla.

My dear Mrs. Mitchell,

Your letter of the 10th., regarding applications from two of our boys, for loans, reached me yesterday. I recall Lucas and think he is a very worthy young man and will be glad to give my approval for a loan to him.

Dickens I do not recall but I am quite willing to sanction a loan to him, provided you and the other members of the Committee are willing. Glad we have at this time, enough to accommodate these two young men. Few of us realize the effort some are putting forth to secure an education.

Was happy to hear Miss Coson had been so prompt in returning her loan. It gives one courage. We cannot expect a lota of returns on those accounts until fall but I would suggest mailing out statements very early, stating that the fund is almost depleated and we must make provisions for those coming along, who will need help, quite as badly as they did, when we stood by them.

Was so sorry to hear of our dear Mrs. Davis illness. How I wish she could have one month of complete rest without any responsibility and be near enough her son, so that she might see him often. I often wonder how much longer she can keep going. She is so willing and so eager and gives so fully of herself to everything she undertakes. If she just would delegate more to others and save herself, for she is so valuable and means so much to us all. She is one of the finest characters I have ever been priveledged to know. Her depths of understanding and love and faithfulness, are far superior to the adverage friend. How I would love to have her spend a summer with me, here in this beautiful country. I feel that I could give her some of the things she so reichly deserves. Maybe that desire will be filled some day.

Rosalie McIver, who is now in Philadelphia, has been with us since Thursday. You will recall she graduated two years ago. I have wanted to something for Rosalie for sometime and the opportunity came. We have had a lovely time together and she has seemed thrilled with everything. It is 7:00 A.M., now. We are to soon go in bathing. Our Lake is in front of the cottage and it is as clear as crystal. We usually swim before breakfast.

Betty Schar arrived last night. We leave in the morning for a ten day or two week trip into Canada.

Before returning to Florida, I expect to visit my sister who lives on Portland, Oregon. She is not well.

Hope you and Marcia have a grand vacation. Remember me kindly to her and to MRs.Davis and Eloise. YOu have my best wishes always.

Vera T

P.S. In making these loans, I would suggest as short a period as possible. It seems to work out better all the way round.

Hope Mrs. Ranslow is keeping well - have not heard from her for a few weeks. Think a trip to the mountains would be beneficial to her.

Hope to get a few lines ~~inte~~ to Mrs. Taylor today.

If any money can be spared, will you suggest enlarging the poultry flock? Chickens and eggs mean so much to the school during the winter.

Please give the enclosed snap to Marcia and tell her if she ever visits me at Crystal Lake, I shall take her in bathing. Our Lake is fed by springs and we have lots of fun swimming. My sister is an expert swimmer and she is going to give Rosalie lessons this morning.

Must get the family up - it is a beautiful day - can see the clear cut mountains for miles and miles. We plan to accomplish much today. Rosalie leaves at 4:30. She has developed and improved so much- not the same timid little creature.

I had hoped I would learn that Mrs. Bethune was near our section this week and that she could come to us or I would go to her, but have not heard.

August 16, 1938

Mr. H. M. Fillebrown,
Bass River, Cape Cod,
Massachusetts.

My dear Mr. Fillebrown:

Your letter of August 10th, with enclosure of check for one hundred dollars, have been received in the absence of Mr. Simpson from the office. He and Mrs. Bethune have been filling some engagements in the East, showing the Movies of the School at some of the Summer hotels and camps. They will return to the College about the last of August.

May we express deep gratitude to you for this contribution and for the continued warm interest of you and Mrs. Fillebrown. Mr. Simpson and Mrs. Bethune will write you and Mrs. Fillebrown upon their return to the College.

With best wishes,

Sincerely yours,

Office Director.

enc-receipt

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Copy to: Pres. file

Inter-Office Communication

- Mr. H. V. Lucas - 19

To

From August 19, 1938

Mr. Simpson writes that we should close the Advocate activity this week. Since we cannot get the paper released this week, I have written him that it will be released as early as possible next week, and the balance of the week will be used for adding some of the new names to the List.

He will return about August 28th or 29th and if he feels that we can continue this work without serious handicap to the Publicity-Promotion Budget, he will notify you. Please do not go on, however, without definite word from him.

B. L. Mitchell

will enter the class, in order that they may prepare accordingly.

B. L. Mitchell.

Donors

August 19, 1938

Mrs. Ferris J. Meigs,
42 Prescott Avenue,
Bronxville, New York.

My dear Mrs. Meigs:

Mr. Simpson has sent down your check for ten dollars, handed to him when the movies were shown at your Club in Tupper Lake. We are very grateful for this gift, and for all of the consideration you have given us for so many years. This amount has been credited to General Scholarship Donations, and we enclose official receipt for it.

Mr. Simpson and Mrs. Bethune will go to the Lake George section on Sunday, August 21st. They will start South about the last of the month.

With best wishes,

Sincerely yours,

Office Director.

1 enclosure

Student

August 19, 1938

Mr. R. George
1662 Northwest 5th Place
Miami, Florida

Dear Mr. George:

Mr. Simpson is out of the city at this time, filling engagements in New York in the interests of the College.

May I thank you for your letter to him of August 18th, and apologize on the part of the business office for the clerical error which caused your wife to receive a letter concerning an account balance.

Mrs. Pauline George has no balance on our books, and the error came about as a result of the balance appearing opposite the name of a former student. Her name also was Mrs. George.

We are grateful to you for calling this matter to our attention and sincerely hope that it has given neither you nor Mrs. George any concern.

Sincerely yours,

Office Director.

General

August 19, 1938

Miss Jeannette Green,
508 West Ross Avenue,
Tampa, Florida.

Dear Miss Green:

Mrs. Bethune has been traveling so much during the spring and summer that her correspondence has been greatly affected. She has asked me to thank you for your full letter of July 9th, and to assure you that she will do her best to help you secure placement as a stenographer on some of the National Youth Administration projects. Very often openings are brought to Mrs. Bethune's attention, and she will be very glad to present your qualification, in the event a vacancy is called to her attention in the near future.

With best wishes,

Sincerely yours,

Secretary.

General

September 7, 1938

Mr. Ernest Ayer Ponder,
1990 Seventh Avenue,
New York, New York.

Dear Mr. Ponder:

Our office has been the "victim" of vacationing workers, and your letter of August 30th did not receive our attention until September 5th. However, we are rushing copy of your transcript to Howard University, and hope that it will be received in time for your entrance there this year.

We enclose official receipt for $1.00, the amount of your remittance.

With best wishes,

Sincerely yours,

Office Director.

September 7, 1938

Miss Juanita C. Thomas,
3236 East 126th Street,
Cleveland, Ohio.

Dear Miss Thomas:

Thank you very much for your letter of September 6th, which has been received in the absence of Mrs. Bethune from the College.

Although an Instructor in English and French has already been appointed, I am sure Mrs. Bethune will appreciate having on file the full statement of your training, experience and personal data.

With best wishes,

Sincerely yours,

Office Director.

Mr. Simpson

September 7, 1938

Mr. Abram L. Simpson,
Acting President,
Bethune-Cookman College.

Dear Mr. Simpson:

I am hereby requesting that Eloise Troutman be retained in the front office as clerk during the scholastic year 1938-39. It is our desire to have Eloise take two or three subjects that she needs for her fullest training for secretarial work, but to give the major portion of her time to the office work.

As compensation for her services, I am requesting that we allow Eloise a full scholarship that may be solicited early in the year from some one of our new friends. A full scholarship will cover her tuition, fees and living expenses. Further, I am asking that she be listed on NYA for $15.00 a month, and that this NYA check be turned over to her for personal expense each month. In this way, her year's work will be helpful to her in planning for further study elsewhere. If this special consideration is given, it will mean that a total of $377.00 ($242.- scholarship aid and $135. NYA) will be allowed, or about $42.00 a month outlay for the clerical service. Of this total, the college will be concerned only with the $242. and we are proposing to make special solicitation for it.

Eloise is so faithful, so loyal and has so much promise. I hope that you will approve of this plan of aiding her further. She has a balance of $40.00 due the Rees Loan Fund, which she will pay when she receives her August, 1938, compensation for service.

Very truly yours,

P. S. If it is agreeable with you, I shall let Eloise go home Thursday afternoon for a little rest, to return Saturday, September 17th.

September 8, 1938

Mr. W. B. Trapp
922 North Arredonda Street
Gainesville, Florida

Dear Mr. Trapp:

Thank you for your letter of September 7th.

It is true that you worked in the Cabin during the summer, along with Albert Bethune and Theodore Wilson. It was a source of deep regret to me, and of an almost two hundred dollar loss to Mrs. Bethune - this experiment of the Cabin. When I sent you to Mrs. Margaret Bethune to get some word as to your compensation, I did this, because you were placed there on the recommendation of Margaret and of Albert, Jr. Albert told me that if any money became available for him, that you were to have it. If any had been available, I would have been glad to divide it between you three boys. Mrs. Bethune, when I told her that there was nothing for you, stated that she felt that you were fortunate to receive your board and room there, when you had nothing whatever to do and, presumably no-one to help you.

May I call your attention to the fact that you well know, that Bethune-Cookman has virtually maintained you during two years. Your father and your sister have sent very, very little money for your board and room. You have done a minimum of work and have received generous scholarship aid for your athletic contributions to the school. Bethune-Cookman is Mrs. Bethune. Insomuch as the school helps you, you should be willing to help her, whether in school work or in an independent business venture. I was surprised and hurt at the attitude of Theodore and now that of you. Theodore knew when he came down here that the school had no work for credit to offer him, for he had finished. We did not promise him $16.00 a month for Cabin work, nor did we pay him one dime, except his board and room. I hope that you will write Mrs. Bethune, just as Theodore did, expressing your whole feeling in the matter. She was ashamed of Theodore, and I am sure she will be ashamed of you.

Your balance of $8.00 to the school - and how small it is, considering your few payments of last year - has nothing whatever to do with this summer work. I am sure you would have paid it, if you had earned some cash. As you did not, I hope that your work during August and this portion of September will have netted you this small sum. Please write Mrs. Bethune, and I am sure, if you insist, that she will sacrifice, if necessary, her personal needs in order that you may be paid. Remember, however, that the same strict business you demand of her will, in turn, be demanded of you in Bethune-Cookman or any other Institution. I am so sorry the Cabin fell so far behind but there seemed no help for it. You were right out there and you know about where the trouble was.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.

Copy.

September 8, 1938

Mrs. L. V. Rivers,
113 Mellen Street,
Phoebus, Virginia.

Dear Mrs. Rivers:

Your letter of August 23rd has been received in the absence of President Bethune from the College. We expected her here on September 5th and held her mail for that date, but she has written that important engagements will keep her in and about Washington until September 20th. Perhaps you have heard from her by this time, stating that a matron for Curtis Hall has been appointed, for 1938-39.

Mrs. Bethune will feel grateful for your interest in the work here.

Sincerely yours,

Secretary to Mrs. Bethune.

General

September 9, 1938

Mrs. Veva W. Rees,
R. D. 1, Via Crystal Lake,
Carbondale, Pennsylvania.

My dear Mrs. Rees:

We all hope that the summer continues pleasant and interesting for you.

Marcia thoroughly appreciated the snapshot you sent, and has asked me dozens of questions about it. She wanted to know if you were "standing on the water", if it got into your eyes when you were in motion, if no-one was around, for you looked "so alone" in the "ocean." I had to explain to her the nature of a lake, whereupon she started questioning me about the fishes in the lake and wanted to know if they would bite your feet.

We spent two weeks in Kentucky with my wonderful parents, and when we returned Sunday I felt so rested. The week's work has taken a little of that fine feeling from me, but I knew that the work would accumulate, and we had such a good time, anyway. Marcia, as a result of the lavish attention of her grandparents, has been rather imperious, but we soon get her back to earth again, and she is so much happier as a result.

Although there arent many of us here now, the campus is seething with activity incident to the opening of school. Mrs. Bethune will reach Daytona Beach Sunday, to spend ten days. We shall be so happy to see her.

We enclose the [illegible]ptember check for the icebox refund accouht.

With best wishes,

Sincerely yours,

1 enclosure

September 1[illegible], 1938

My dear Mrs. Richardson,

I was so sorry that you did not stay until I returned from Kentucky. Mrs. Bethune is here and I am unable to tell her anything about your plans for work in Jacksonville. However, I have gone over the West Palm Beach work with her and she is very much gratified over the outcome of the campaign there. She knows, as we all do, that cash returns are difficult of achievement.

Mr. Simpson has sent a note, indicating your request for a statement from Mrs. Bethune. I enclose this herewith - also the statement from Mr. Couch, the Mayor. Please - even though you report directly to Mr. Simpson, let me have some word for the department, and for Mrs. Bethune. After all, it is all her affair and she must be kept informed. The Publicity and Promotion Department is created for the sole purpose of raising funds under her direction. I know you understand the need of care in handling these matters just now. The situation is more delicate now, it seems to me, than it was last year, and we must try to keep them both satisfied.

I am sending this to 704 Broad Street, for I noted this return address on a letter you sent to Mr. Simpson.

With best wishes,

Sincerely yours,

enclosures -

Memo.

September 16- 38

- Dean Bond -

The following NYA student is assigned to your office:

Mazie Lee Davis -

B. L. Mitchell.

Memo

September 16 - 38

- Mr. Simpson, Acting President

We are holding the following NYA students for service in connection with your office -

1 -- Anderson Allen - $15.00
2 - Lula Mae Martin - 7.50

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 17 , 1938

To Mrs. Davis - Mrs. Carter -

From Mrs. Mitchell -

I am transferring Alonzo Stephens from the kitchen to the dormitory, and I am substituting William H. Robinson in his place in the kitchen.

B. L. Mitchell -

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 17 - 1938

To - Mr. Simpson

From

Mrs. Bethune would like to have a meeting with you and the Athletic Committee about 11:30 this morning.

Mr. Hill
Mr. Johnson
Mr. Albert Bethune
Mrs. Dyett F.L. Dyett

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

Sept. 17 1938

To - Mr. Simpson
From

Johnnie Rogers is satisfied that she can get the Domestic Service work she desires here. May we have the check and card for her registration?

M-

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 17 - - 1938

To - Mr. Simpson, Acting President

From

In view of the fact that Mr. Rogers has never asked for aid for any of his children in Bethune-Cookman (and he is now entering the fourth) and in view of his loyal friendship for the school, Mrs. Bethune is suggesting that we allow Johnnie Rogers to work on some NYA job, for $7.50 a month, if we can possibly "squeeze" her on. She is very industrious and wants to work to help herself. Mrs. Bethune feels that Mr. Rogers needs the help and also that the girl is very promising.

If you approve, I will at least list Johnnie Rogers, with a possible assignment. If we find, after recapitulation, that our total is over our allowance, we will, of course, have to take her name off until a place is available.

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 19, 38

To Mrs. Hines

From Mrs. Mitchell

The following girls have been assigned to work in the Laundry:

Margaret J. Bain
Essie Bellamy
Louise Alexander
Thelma R. Johnson
Martiel E. Sanders Rivers
Geraldine Whittaker
Roberta Childs

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 19, 1938

To Mrs. Julia A. Davis -

From - Re. Miss Emaline Knight, Miss Sally Mary Anderson

I am sending two of the NYA special project girls to you. They can be helpful to you and you can help them in their training during this interval before the teacher gets here. Except for one hour a day when they will go to their classes, their time will be given to the work of the project, which is in the line of domestic science, food preparation, cafeteria service and dining room service.

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

September 19 - 19 38

To Mrs. Julia A. Davis -

~~From~~ - Re - Miss Emmaline Knight

Miss Sally Mary Anderson

I am sending two of the NYA special project girls to you. They can be helpful to you and you can help them in their training during this interval before the teacher gets here. Except for one hour a day when they will go to their classes, their time will be given to the work of the project, which is in the line of domestic science, food preparation, cafeteria service and dining room service.

blm

September 20, 1938

TO - Mrs. Bond

FROM - B. L. Mitchell

The following girls have been assigne to work in the Domestic Art Department:

Aletha Bell Choice
Alice Ayer
Aldonia Hill

I am transferring Mitchelene Russell from the Domestic Art Department to the Dining Room, and I am transferring Aldonia Hill from the Library to the Domestic Art Department.

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo.

Inter-Office Communication

September 21 - 1938

To - Mr. Simpson

From

Mack Bentley has moved out of the Dormitory, and is to live and work with Miss Clay. He was the mainstay in the Dormitory Janitor work and Mrs. Carter has been very much upset over his moving. She is asking for the following boys, to be given the NYA aid thus released by Bentley's leaving;

Cecil Crosslin	- $ 7.50
Charles Benton	- 7.50

Both of these boys are receiving tuition scholarships. I explained this to her, indicating that we do not like to allow double credit in this way. As usual, however, these are the ONLY boys whom she can get to do the work. They are both worthy and as no additions are being made to the NYA list, with your approval, I will put them in the place of Bentley.

B Mitchell

September 21, 1938

TO - Mrs. Cleveland

FROM - B. L. Mitchell

I am transferring Aldonia Hill from the Library to the Domestic Art Department and assigning Dorcas Marie Tate to the Library in her place.

memo

September 22 - 38

- Mr. Simpson, Acting President

Miss Athalia B. Hough, of 2010 Hampton Road, a young white woman who has been attending the Florida Women's College, but who cannot return this year, is eager to render some service to the students of Bethune-Cookman College.

She talked with Mrs. Bethune, but Mrs. Bethune did not make any decision concerning her.

Miss Hough states that she cannot assist Mr. Dyett in teaching History, or assist in the Domestic Science and Cafeteria work, or teach a course in Current Events.

I asked her particularly if she would expect compensation for this service, and she indicated that she would, but that this compensation is entirely up to the College.

I told Miss Hough that you would probably discuss the possibility with the Committee on Monday afternoon.

M

September 23, 1938

Mr. Eugene E. Kemp
6306 Northwest 14th Avenue
Miami, Florida

My dear Mr. Kemp:

Mr. Lucas has turned into the office your donation of fifty cents to "The Advocate," which will serve as your subscription this year. We are so grateful for your continued interest.

We all feel so proud of the work you are doing in connection with the Liberty Square Housing Project. Mr. Lucas has given great stimulus and inspiration to his students through his references to your success. When the general outline of your work and the responsibility that is imposed in you, is published in the next issue of The Advocate, I am sure the information will be enthusiastically received by your friends and well-wishers.

We enclose official receipt for your contribution.

Sincerely yours,

Mary McLeod Bethune, President.

By:
Office Director.

enclosure

September 28, 1938

Rev. R. S. Lawrence,
129 Cannon Street,
Charleston, South Carolina.

Dear Rev. Lawrence:

Your letter of September 25th, addressed to Mrs. Bethune, has been sent to her office in Washington.

In the event you wish to communicate with her direct, I suggest that you write her at 916 G Street, Northwest, Washington, D. C.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

memo

September 30 - - - 38

- Miss Laetitia E. Williams -

Mrs. Bethune promised Mrs. Shaw that she might return to Jacksonville within a short time after her arrival here, in order that she might close out some personal affairs there.

Mrs. Shaw will go to Jacksonville this week-end. We shall appreciate your cooperation in assisting Miss Jackson in the Dormitory, during the time Mrs. Shaw is away.

Office Director.

Mrs. Bethune promised Mrs. Shaw that she might return to Jacksonville within a short time after her arrival here, in order that she might close out some personal affairs there.

Mrs. Shaw will go to Jacksonville this week-end. We shall appreciate your added diligence and supervision during her absence. We are asking Miss Williams to help you, in connection with the Curtis Hall general routine.

Office Director.

September 30 - - 38

- Dean Bond -

Annie Mae Britt, who formerly registered on the Special NYA Project, is to re-register at this time as a regular student, taking Junior College work with a Home Economics Major.

Proper adjustment of her account is being made in the business office.

B Mitchell

October 4, 1938

Mr. S. C. Hart
1257 East 9th Street
Jacksonville, Florida

Dear Mr. Hart:

Your letter of September 30th has given us some confusion in the office. It was addressed, on the envelope to "Mr. Jackson," and was sent to a young man of this name in the boys' dormitory. He found, upon opening the letter, that it was not intended for him and returned it to this office.

Upon reading the letter, we note that you are sending $5.50 for Marie Hart, although the money order enclosed is made to Bethune-Cookman College. We sent for Marie Hart and she tells us that she wrote you for this amount for her book purchases. Since the money order is made to the college we cannot endorse it except for deposit to the college account. This being the case - if the money is for Marie Hart's book purchases - you should return this order to the postoffice and get another made to Marie Hart.

We ask our patrons to send the money for regular college charges to the school. Whenever they send students money for other purposes, it is best to have the money orders or cashier's checks made to the students.

We are returning the money order, No. 78108, for $5.50, with the suggestion that you take it to the postoffice, with this letter, and have them issue an order to Marie Hart.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

By:
Office Director.

enc-money order
Office No - 78108 -
Serial No - 291000 -

October 4, 1938

Mr. M. E. Hart, Jr.

East Lake, Florida.

Dear Mr. Hart:

We have put the statement of Mrs. Margaret Bethune in proper form and it is now ready to put on the books. I note, however, that the credit is in the name of Mrs. Berthenia Hart James. Mrs. James must sign a statement of transfer, if this money is to be applied to the account of Wilma Hart. Such a statement I have prepared. If Mrs. James will sign it and return it to me immediately, we will be able to enter the credit before the close of this first month.

We shall keep in mind the need of Miss Hart and of Miss Jackson, for work. Possibly some opportunity may arise during the second quarter. If so, I assure you that I shall be glad to recommend them to the Student Aid Committee.

Sincerely yours,

Office Director.

1 enclosure

5

Oct. 5, 1938.

Miss Irena A. James,
Mount Dora, Florida.

Dear Miss Jones:

Under the circumstances as outlined by you in your letter of the 4th it will be possible for you to room in the city. When you come bring this letter as evidence of the fact that this permission has been granted you.

Would advise that you not attempt to enter school on the 1st of November because it will be highly improbable for you to make your classes- school started on the 20th of September. I would advise that you wait until the opening of the second quarter, Dec. 8th, and enrol at that time.

Sincerely yours,

Bethune Cookman College.

October 10, 1938

Mrs. C. A. W. Allen,
Hotel Robert Fulton,
71st Street, West,
New York City.

My dear Mrs. Allen:

Your kind letter of a few days ago, with enclosure of check for $10.00, to be applied to the McLeod Hall Rebuilding Fund, have been received in the absence of President Bethune from the college. We have entered the donation, and enclose receipt for it. The letter, snapshot and clipping have been sent to Mrs. Bethune in Washington. I know she will be so happy to hear from you, Mrs. Allen, and will write you directly from there. She will not be at the college for some weeks and I did not want to hold the communication for that length of time.

We are all so grateful to you for your continued interest in Bethune-Cookman and the friendship you have shown for our work for so many years.

Sincerely yours,

Secretary to Mrs. Bethune.

Enc-receipt

5

October 11, 1938

Miss Mae Belle Benthone,
Postoffice Box 93,
Dania, Florida.

Dear Miss Benthone:

Thank you very much for your letter of October 9th. We appreciate your desire and ambition to enter Bethune-Cookman College.

Had your application for NYA aid come in during the summer, we would have been very happy to give you all possible consideration. We regret to statetthat we cannot give you consideration at this time, for all places have been filled and students are at work.

We hope that we may have you come to us next year.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

October 11, 1938

Miss Annie B. Seay,
C/o Albert Morman,
Route 2,
Thomson, Georgia.

Dear Miss Seay:

Your letter of October 10th to Mrs. Bethune, has been received in her absence from the office. It has, however, been referred to the student aid committee.

We regret to state that all work opportunities in Bethune-Cookman have been given out this year. School has been in session now for four weeks and our students have been at work for most of this time. The opportunities allowed full-time work students were extremely limited this year. Perhaps, if you send your application in the summer we may be able to give you favorable consideration for next year.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter- Office Communication

Memo

October 11th - - 1938

Mrs. Mitchell.

To - Mr. Simpson, Acting President

From

Okay

Mrs. J. Sutherland Stuart, a member of our Trustee Board and a friend of many years of the College, passed this morning. Her husband, Dr. Stuart, called Mrs. Davis with the message. He expressed the desire to have the boys sing at the funeral services, but will call later with details of time.

Mrs. Stuart used to be as active in the school work as Mrs. Ranslow. For two years she did all purchasing for the Boarding Department, without salary or charge. During the past three or four years she has been ill. I think the college should send flowers.

m

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Greene

Inter - Office Communication

October 12 - - 19 38

To Mr. Simpson, Acting President

From

It has been customary for Mrs. Bethune to allow Albert Bethune, Jr. and the Bond children their expenses as Day students, chargeable to General Scholarship aid.

Mr. Ross should be sent a memo covering these items, in order that he may enter the proper credits for the first quarter. In the case of Albert, the annual scholarship should be about $75.00; in the case of Barbara, about $80.00.

450 5^{0}

B. L. Mitchell -

October 12, 1938

Mrs. Annie Gass,
WPA Nursery School,
754 Grove Street,
Gainesville, Florida.

My dear Mrs. Gass:

Mr. Coleman has just given us the information that you expressed the desire, when you were here last summer, to make a contribution toward the tuning of our auditorium piano. We are grateful to you for this evidence of your warm interest in our Institution.

The platform piano we now have is in such bad condition that it cannot be tuned effectively. We are, therefore, trying to secure funds with which to purchase an instrument adequate for the needs of our busy Music Department. We felt that you would be interested in this, and we wish to state that whatever contribution you will make will be applied to the fund for a new Piano.

We hope that your work continues to go forward.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

October 14, 1938

Mrs. Katie Lloyd
518 Christian Street
Philadelphia, Pennsylvania

Dear Mrs. Lloyd:

Enclosed please find receipt for $17.00 - room and board, for Rosalie Lloyd.

Very truly yours

Office Director.

1 enclosure

October 15th, 1938

TO - Mr. Johnson - Mrs. Davis - Moses
Small

Moses Small is being transferred from NYA duty in Cookman Hall, to the Dining Room - supervision of Mrs. Davis - effective October 15th.

B. L. Mitchell

October 18, 1938

Mr. C. E. Campbell,
District Supervisor,
National Youth Administration,
502-505 Clark Building,
Jacksonville, Florida.

Dear Mr. Campbell:

Thank you very much for your letter of October 10, concerning Miss Edna Brown, a Freshman student in our Institution.

We find that Miss Brown is taking a regular schedule of work this quarter but she is not certain of being able to continue on this status during the second quarter. She has asked to be considered for some College Aid assistance, if there are any changes or transfers in our NYA list at the close of the first quarter. She seems to be very worthy and we are willing to give her first consideration if there is a vacancy or change.

Meanwhile, if Miss Brown changes her schedule and becomes eligible for work on a project basis, before a place on the College Aid program is available, we will notify you.

Very truly yours,

Secretary, Student Aid.

October 18, 1938

Miss Dorothy Wheeler
Postoffice Box 187
Orlando, Florida

My dear Miss Wheeler:

May I acknowledge receipt of your letter of October 14th.

I am glad to have this reference to summer work so early and I am sure our entire Committee will give favorable consideration to you, if any jobs are available to students during the summer. It is much too early to anticipate just what will happen, but we will keep you in mind.

It might be well for you write again in late April or early May, to remind us that your application was filed in October.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

5

October 19, 1938

Miss Gertrude E. Edwards,
419 Lincoln Avenue,
Albany, Georgia.

Dear Miss Edwards:

Thank you very much for your letter of October 11th.

We would be very happy to give some consideration to your application for student aid in Bethune-Cookman College, if any opportunities were available. All NYA and Industrial Scholarship opportunities have been allocated for this year, however. If you are still unable, in the Fall of 1939, to enter as a regular student, we suggest that you make application again, for industrial scholarship full-time work. Although we usually have so many applications from Florida students that we are unable to help many out-of-state students, we will do our best for you.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

October 20, 1938

Miss Annie Will Lee
Edison, Georgia

Dear Miss Lee:

Your letter of October 10th has come in the absence of President Bethune from the College and has been referred to our committee for reply.

We sincerely regret that we are unable to give you any consideration at this time, for all NYA and Industrial Scholarship opportunities have been allocated for this year.

If you send in your application for work during the summer, we will be glad to give you all possible consideration next year.

Sincerely yours,

Secretary, Student Aid.

October 20, 1938

CHARLES JACKSON, the boy who registered this week as a "football" student, is asking for the job in the dormitory that Charles Benton had.

In view of the fact that we will have to provide football aid for this boy if he remains, I think it will be a good thing to be assured of $7.50 of the amount from NYA.

With your approval, I will assign him to the job.

Okay

blm

92

October 22, 1938

Miss Faith Brown
705 East Taylor Street
Kokomo, Indiana

Dear Miss Brown:

At the request of Mr. J. A. Kennedy, we are sending you, enclosed, a short resume of the life and work of Mrs. Bethune, together with some literature descriptive of the school of which she is founder and president.

We sincerely hope that this information will be helpful to you in the Literary Club program Mr. Kennedy mentioned.

Very truly yours,

Secretary to Mrs. Bethune.

encs.

Kance

October 25, 1938

Mr. Leslie Pinckney Hill, President,
Cheyney Training School for Teachers,
Cheyney, Pennsylvania.

Dear Mr. Hill:

Your note of October 20 has been received in the absence of President Bethune from the College.

May we thank you for the check for five dollars, which has been credited to our McLeod Hall Rebuilding Fund, and receipt enclosed.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

1 enclosure

Student

October 25, 1938

Mr. O. K. Mickens,
Moore's Academy,
Dade City, Florida.

Dear Mr. Mickens:

Thank you for your letter of October 19th, concerning Miss Edna Jones.

We would have been very glad to place Edna's name on the NYA list, but our small high school enrollment entitles us to very small high school allotments. The $8.00 allowed this year was divided between two Daytona Beach girls.

I have discussed the matter with Mr. Simpson and we both feel, because Edna is such a fine and worthy girl, that we must make some effort to help her. If her mother can possibly pay her full expenses during the first quarter, we will make it possible to help her during the second and third quarters. The aid available at that time will not exceed $5.00 a month, but this will be some help for her.

Please talk with her mother and see if she can maintain Edna during this first quarter, and if she can, we will plan to place her on the student aid list at the beginning of the second quarter.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

Hanes

October 25, 1938

Mrs. Eva Jackson,
6362 Scotten Avenue,
Detroit, Michigan.

Dear Mrs. Jackson:

We have just received from Mrs. Bethune's Washington office, your contribution of $5.00 to the general maintenance budget of Bethune-Cookman College. We wish to express our deep gratitude to you for this gift, which brings encouragement as well as help to Bethune-Cookman. We enclose official receipt for it.

We solicit your continued interest in our work here, and the use of your influence in our behalf, in your section.

Sincerely yours,

Office Director.

1 enc.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

File

Inter-Office Communication

November 1st - 19 38

To - Mr. Simpson✓
Dean Bond
Mr. Ross

The application of ELIZABETH L. BRYANT for a $60.00 tuition scholarship has been approved by the Student Aid Committee.

Please enter her name on your lists.

Secretary of the Committee.

November 2, 1938

Mr. Horace Lehr
1200 Butler Street
Easton, Pennsylvania

Dear Mr. Lehr:

As requested in your letter of November 1st, we are sending you the address of Mrs. Flora Thomas, mother of Miss Hazel Eloise Thomas. Mrs. Thomas may be reached at the following address:

C/o B. F. Baer
Ardmore, Pennsylvania

Very truly yours,

Office Director

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

November 8, 1938 19

To Mr. Simpson -

From Mrs. Mitchell -

Get Receipt and Bill of Sale

from

George L. Hindery - DeLand

for

Cow Purchased 9/15/38

Paid - $62.50

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter - Office Communication

November 9 19 38

To Mr. Van Poole

From Mrs. Mitchell -

Mr. and Mrs. Barlow are giving some old furniture to the school. They would like for you to call for these things tomorrow, Thursday, November 10, at 338 N. Ridgewood - at 3:00 o'clock.

FAIL NOT TO CALL FOR THEM AT THE STATED TIME.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

memo.

Nov 10 — 1938

To — Mr Simpson
From

You promised Mrs. Shaw an extra \$25.00 if she worked in the Domestic Science Dept until November 15th-

Bbm

Okay - Thanks Mr. Ross has the information

O.K.

November 16, 1938

Dieges & Clust Co.
17 John Street
New York

Dear Sir:

James Hair graduated from Bethune-Cookman College in May, 1938. He did not leave the ring size gauge with us. You may reach Mr. Hair at the following address:

P. O. Box 884
Fort Pierce, Florida

Very truly yours,

Office Director

t

November 17, 1938

Mrs. Pattie B. Green,
421 Broad Street,
Jacksonville, Florida.

My dear Mrs. Green:

Dean Bond has referred to our Student Aid Committee your request for aid for a Miss Miller, who desires to enter Bethune-Cookman College for the second quarter.

We would be very glad to offer some aid to Miss Miller, if it were available. We had to close out the applications in August, however, for we had received hundreds of them and our NYA and Industrial Scholarship aid were limited. After allocating all that we had we still had a long waiting list of applicants. We regret, therefore, that it is impossible for us to help Miss Miller this year. We should be very glad to have her come to us as a regular student.

With appreciation for your interest, and with very best wishes,

Sincerely yours,

Secretary, Student Aid.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter - Office Communication

November 18 - 19 38

To - Mr. Simpson, Acting President.

From

Reminder - The classes usually solicit and prepare Thanksgiving Baskets, which are distributed by the Y. M. and Y. W. C. A.'s to the poor. Demonstration and presentation of baskets in chapel on the Wednesday preceding Thanksgiving.

Enter name of Mrs. Mercy Paige on salary payroll @ $40.00 per month and maintenance (/) as housekeeper, Curtis Hall.

Invite Mr. Edwin R. Embree to give Senior Sunday address

5

November 18, 1938.

To Mrs. B. L. Mitchell

From Mr. Simpson

Check no. 066235 for $67.60 from the state department of rehabilitation received November 18, 1938 on account of Jesse Hall.

See attached bill.

Abram L Simpson

Abram L. Simpson

November 19, 1938

Miss Leila Deloris Abrams
Mims, Florida

Dear Miss Abrams:

I have your letter of November 8th, addressed to Miss Lillian Hines, with a Money Order enclosed for $6.00 made out to Miss Hines. Miss Hines is not connected with the school any more. Therefore, I am returning the Money Order and asking that you have it made out to Bethune-Cookman College. Upon receipt of this Money Order, I will inform Mr. Frank Taylor that you have paid this account.

Very truly yours,

B. L. Mitchell.

t

1 enclosure

[illegible]
Mrs. Frothingham
11/2/38

WILSON PARK
TARRYTOWN, NEW YORK

Nov. 2, 1938.

Mrs. Mary McLeod Bethune,
Daytona Beach, Florida.

My dear Mrs. Bethune:-

Miss Frothingham has asked me to acknowledge your letter of October 31st and to say she very much regrets she is unable to help you this Autumn. She has had to relieve friends who suffered from the hurricane disaster.

Miss Frothingham wishes me to say she would have written you herself, but she has not been well. She sends her greetings to you & good wishes.

Very truly yours,
Blanche V. Gougeon,
Sec.

November 21, 1938

Miss Annie Will Lee
Edison, Georgia

Dear Miss Lee:

In your letter of November 18, you asked for work to defray part of your expense this summer. We do not have work or NYA aid to offer students during the summer session. However, if we are given NYA aid next year, we will be glad to consider you as one of our NYA students.

Very truly yours,
STUDENT AID COMMITTEE

By

t

November 22, 1938

Mr. J. Richardson Jones
193 Boulevard, Northeast
Atlanta, Georgia

My dear Mr. Jones:

Your letter of November 20th has been received in the absence of Mrs. Bethune from the College. She is in Birmingham at this time, attending the Southern Conference on Human Welfare. Subsequent engagements will prevent her returning to Florida until December 15th, at which time I shall be glad to call her attention to your communication and its enclosures.

With best wishes,

Sincerely yours,

Office Director.

November 26, 1938.

Mr. V. L. Estes,
General Passenger Agent,
Southern Railway System,
235 West Forsyth Street,

Jacksonville, Florida.

My dear Mr. Estes:

Thank you very much for your letter of November 23rd, with outline of Christmas holidays fares and trains.

This information is being posted, and the attention of our students and teachers directed to it.

With best wishes,

Sincerely yours,

Office Director.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

File

Inter-Office Communication

November 30 - - 1938

To - Mr. Simpson -

From

Excerpt from Minutes of Executive Committee Meeting of November 15, 1938:

"Mr. Snead called attention to the fact that the Bus is housed in a poor location. The Bus is too large to drive through the South campus arch and must be driven through a mudhole and over a dilapidated bridge from its present location, in order to reach the road. It was suggested that an adequate garage be built on the Traisend property, to house the Bus.

On motion, it was voted that Mr. Simpson and Mr. Van Poole get together and plan a garage large enough for the Bus, with sliding doors. This garage should be constructed of galvanized iron or cement blocks."

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter-Office Communication

November 30 - - 19 38

To - Mr. Simpson, Acting President

From

Perhaps you are going to discuss RALLY at the meeting this afternoon.

Mr. Coleman has made a good suggestion regarding the organization for the Rally. We all agree that there too many groups, with too few students in each group, last year. His suggestion is that the student body be divided into geographical groups - "The Miami Group," The Tampa Group" The Gainesville Group," etc. Where there are few students from a town, or towns, they may be grouped together. The Alumni, of course, will be separate. Two or three faculty members will sponsor each group.

I think a "Rally Steering Committee" will be best of all, with such folks as Miss Ford, Miss Roberts, Mr. Coleman, Mrs. Richardson, Mrs. Dyett and possibly Dean Bond or Mr. Hill, would be effective. It might be well to have either Miss Gramling or me on the committee, to take care of the clerical work and releasing information, keeping reports, et cetera.

/ - Purely suggestive. /

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

File

Inter - Office Communication

December 1 - - - 1938

To - Mr. Simpson, Acting President.
From

Notes from Faculty meeting November 30, 1938:

1 - Administration to announce in chapel and teachers to announce in classrooms re Rally and engender in the students' minds the idea of sacrificial giving.

2 - English and Dramatics departments encouraged to have students give worthwhile quotations , and dramatic skits at the Sunday afternoon community meeting.

3 - Suggested some other kind of program other than Forum lectures in the winter season.

Suggested program of Faculty Talent night.

4 - Teachers to urge courtesy, pliteness, and good manners on the part of the students

Administrative office to announce regulation of no loitering in front of White Hall and on the campus to and from meals.

5 - Mr. Van Poole to furnish oil and wood for the Cabin (Mrs. Bass)

6 - Mr. Van Poole to repair window in Science Hall (Commercial room) - will not close.

7 - Mr. Van Poole to see Mr. Engram concerning the Switch box in Curtis Hall which does not control the lights on the third floor.

8 - Broken window cord in Cookman Hall Living Room window.

9 - Mr. Van Poole to see Robert Jones relative to his work in White Hall. Will not clean erasers and black boards; will not dust chairs.

10 - During cold weather use kitchen of the Cabin or another classroom for lectures.

11 - Secure shades for Library.

m

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter - Office Communication

December 1st - 1938

To - Mr. and Mrs. Albert Bethune

From

Miss May P. Donovan, County Probation Officer, telephoned and repeated the following wire she had just received;

From: Jeffersonville, Indiana.

Vernon Griffin, 14 years, colored, held as runaway - Please contact aunt, Mary Bethune superintendent of Bethune-Cookman College regard transportation back home - Will you kindly authorize his return - Wire answer by Western Union

Signed: Mary P. Hughes, Director Department
of Welfare.

We should wire Miss Hughes giving Vernon's mother's name and address, and also wire Mary his wherabouts. I suggest also that we send an air-special to Miss Hughes, with copy of your letter from the Louisville Travellers' Aid Society in order that they may have a full history of the case and act accordingly.

M

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

File

Inter - Office Communication

December 6 - - 19 38

To Mr. Simpson
From

We are planning the following publicity for Mr. R. von Charlton's recital on Sunday afternoon, December 11th -

1 - Display Ad on the Theatre page of Sunday morning's News-Journal

2 - Article and picture of Mr. Charlton on the Colored Page of Sunday's News-Journal

3 - Church notices

4 - Posters on trees immediately in front of main campus

5 - Sealed announcements to the smaller hotels (and all others open at this time) and trailer camps, with a "Please Post" request.

blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo

Inter-Office Communication

December 8 - - 19 38

To - Mr. Simpson

From

I did not have programs made for Sunday, for I thought you would want to have choral numbers following No. II in Mr. von Charlton's program, following III and following IV. If so, I can have programs mimeographed.

Such an arrangement would give the folks a varied program.

blm

December 8, 1938.

Mrs. Don D. Tullis
148 South Ridgewood Avenue
Daytona Beach, Florida

My dear Mrs. Tullis:

A feature of our Community Meeting on Sunday, December 11th, will be a piano recital by Mr. R. von Charlton, of the Florida A and M College Music faculty.

Mr. Charlton is giving a series of recitals in the State, to meet necessary requirements for receiving the Master's degree in Music from the University of Michigan.

Our students are participating in the choral work in larger numbers, and we expect to have a creditable rendition of Negro spirituals and some Christmas carols, to intersperse Mr. Charlton's piano selections.

We know of your love for Music and your interest in the efforts of our people. For this reason we are extending to you and Dr. Tullis a special invitation to share this musical hour with us on Sunday afternoon.

We are so grateful for your kindly interest in Bethune-Cookman; for whatever help you may give to our Music Department; for the stimulus of a visitor such as Mr. Kramer.

Please try to come out Sunday afternoon. The meeting will begin at three o'clock.

Sincerely yours,

Secretary to Mrs. Bethune.

December 8, 1938

Miss Addie Lorraine Seymour
1928 Northwest 6th Court
Miami, Florida

Your letter of December 1st, addressed to Mr. Simpson, has been referred to the Student Aid Committee.

We appreciate your desire to continue your educational training and hope that it may be possible for you to enter Bethune-Cookman College. We regret to state that we cannot give you any NYA aid this year but if allocations are made by the National Youth Administration next year, and you send in your application in July, we will be happy to give you all possible consideration. If you desire to continue in school this year and you are without funds, I suggest that you make application to some other Institution. They might have some place where you could work your full way.

Meanwhile, we hope that you will not become discouraged. With the type of determination that you seem to have, you will certainly reach your goal.

Very truly yours,

Secretary, Student Aid.

December 8, 1938

Mr. Herbert Davidson, Editor,
The Daytona Beach News-Journal,
Daytona Beach, Florida.

Dear Mr. Davidson:

I am enclosing a news-article that I would greatly appreciate your running in the Friday Evening News. We want this information to reach the White people particularly and for this reason we will appreciate as good location as you may be able to give to it. We shall run a Display Ad in the Sunday paper, of course, but we cannot give as full information in the Ad as we wish to give to the public.

We thank you for your kindly cooperation in these matters in the past, and for your cooperation at this time.

I called Mrs. Davidson to extend to her a special invitation to come to the Sunday meeting. I was so sorry that she felt that it would not be possible, because she is not well. I hope she will soon be much improved in health. Meanwhile, we hope it may be possible for you to be with us on Sunday.

Gratefully yours,

Bertha L. Mitchell,
Office Director.

1 enclosure

December 8, 1936

Mr. Julius Joseph Heath
912 Third Avenue, North
Saint Petersburg, Florida

My dear Mr. Heath:

In answer to your letter of December 7, 1936, addressed to President Bethune, we wish to state that Mrs. Bethune is unable at this time to make a contribution to your $1000,00 rally, for she has made so many commitments this year.

Mrs. Bethune regrets that she cannot share in your efforts.

Sincerely yours,

B. Loving-Mitchell,
Secretary to Mrs. Bethune.

blm-lrb

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

memo

Inter-Office Communication

December 13 - - 1938

MEMORANDA to

To - Mr. Simpson -

From

1 - Change Cap and Gown Room from Curtis to Cookman Hall.

2 - Get 3 steel cots with mattresses for Girls' Dormitory.

3 - Should we have "1939 Student-Teacher Rally" cards made, with place for the students' names to be inserted, for the purpose of identification and authorization? To be distributed before they go home for the holidays?

4 - Announce in chapel that students are not compelled to leave the campus for the Christmas holiday.

5 - Write Students' parents concerning Rally. Ask for their cooperation in the matter of students' solicitation during the holidays. Suggested that two groups, as rivals, be organized.

6 - Check with Mr. D. W. Browning, re repairs to Kitchen Stove and Bake Oven.

Student

December 15, 1938.

Mrs. Estelle McNair,
211 Northwest 4th Avenue,
Fort Lauderdale, Florida.

My dear Mrs. McNair:

Thank you for your letter of December 13th, and for your remittance on Daniel McNair's account. We enclose official receipt for this amount.

Danial has been given an NYA job in Cookman hall, by which he earns $7.50 a month, and the amount you have sent will complete the monthly charge for board and room

General

December 17, 1938.

My dear Arabella:

Thank you for sending the check so promptly. I shall see that it is dispensed as promptly. (smile).

I am so glad you folks are happy over the offices. Just what do you mean when you say that some people "cannot ever be happy?" I would really like to know. If Mrs. Bethune is pleased, I am sure I would be.

What are you doing for Christmas? How much time do you have? Are you going to New York for your holiday? Naturally, we are excited at my house, for Marcia talks Christmas day and night, bless her little heart.

I am so sorry that Mrs. Bethune will not be down for Christmas, but I understand her desire to remain there. I am writing to her today.

Your letter did not indicate that you were as cheerful as you might be. Tell me all about yourself.

Merry Christmas, my dear -

Sincerely,

I shall send the material to Mr. Niles Monday.

Faculty

December 24, 1938.

Dear Mrs. Dyett:

Both Mr. Simpson and I were shocked to find the Studio Couch out of the office when we came in this morning. I called Margaret and she said that you had sent Clark for it. Although this Couch was purchased by Margaret and Bert, it is part of the furnishing of the office and leaves a very bad looking place there. Since we will have visitors tomorrow, this should not be.

I cannot tell you how sorry I am to have to send for the couch, but you know how keenly I feel the responsibility for these things. If I had been approached I could have explained the matter to you fully and I blame Bert and Clark severely for imposing this embarrassment upon you and upon me.

I know that there will be some inconvenience but I know you understand. I am deeply sorry that I must write in this vein.

Sincerely,

Student

December 27, 1938.

Mr. Matthew Hart, Jr.
East Lake School,
East Lake, Florida.

Dear Mr. Hart:

I had not answered your letter of November 30th, because I had been anticipating seeing you. You mentioned that you planned to come up here in early December. If you did, I did not see you.

I talked with Mr. Simpson and he felt, with me, that we would be willing to make any feasonable arrangement with you in the matter of taking care of your sister's and the other young lady's accounts here, if the arrangement does not require too long an extension. It would be more satisfactory if you did come up and discuss the matter, make the arrangements clearly in order that we might know just what to expect.

I hope that your Christmas season has been filled with joys and that your New Year will be both happy and prosperous.

Sincerely yours,

Office Director.

1330 THIRTEENTH STREET, N.W.
WASHINGTON, D. C.

Dec. 30, 1938.

Mrs. Bertha Loving
Bethune-Cookman College
Daytona Park Fla.

My dear Mrs. Loving:

I am enclosing herewith from an anonymous donor a check for one hundred dollars for use in the College.

I am happy to be the medium through whom this New Year gift is transmitted

With all best wishes for continued and greater success in the coming year, I am

Sincerely yours,

Sara W. Brown

Special Correspondence Mitchell, Bertha (Incoming)

General

G. D. ROGERS
PRESIDENT

C. BLYTHE ANDREWS
SECRETARY-TREASURER

N. H. MARTIN
COMPTROLLER-MANAGER

CENTRAL LIFE INSURANCE CO
CENTRAL LIFE INSURANCE CO

CENTRAL LIFE INSURANCE COMPANY
PROTECTION
TAMPA, FLORIDA

HOME OFFICE: 1416 N. BOULEVARD
BOX 1092
TELEPHONE H 3035

January 30, 1939

Mrs. Bertha L. Mitchell,
Office Director,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

I thank you for your letter of January 28 in respect to Mrs. Bethune speaking in Tampa. Mr. Rodriguez took this matter up with me last week and I tried to make clear to him the condition here. We had gone ahead on the strength of the date he set for Tampa and secured the cooperation of the Ministerial Alliance. They set up or back everything they had scheduled for Thursday night February 16, including the usual conferences in the Baptist churches, and agreed to attend as a body and secure as many of their members to attend. We also got several lodges which meet on Thursday night to set their meetings up or back. We went ahead through the press with announcements of the date and generally got our publicity well started.

We could not change the date now, and we have tried to make this clear to Mr. Rodriguez because the ministers have already gone ahead with their changed program. Also Tuesday night is the regular class night of the Methodist churches and the men here are getting ready for conference and naturally would not cooperate.

We regret very much this conflict and trust that it can be ironed out satisfactorily. As I have said we cannot change from February 16 to February 14 without creating unnecessary friction and dissatisfaction. I think it best to let it stand as it is and not give the people the impression that nobody knows what we are trying to do. We have gone too far in our publicity and arrangements to turn back. If we sought to change to any other night we could not secure a single church nor a representative home because, as you know, everybody is rallying for funds for either conference or something else. We have the splendid cooperation of the ministers and all civic clubs including the teachers who have also set aside a previously scheduled meeting. So let us go forward with February 16.

Very truly yours,

C. B. Andrews

C. Blythe Andrews,
SECRETARY-TREASURER.

C.A.-W

Faculty

1692 Hiram St
Jacksonville, Fla
March 13, 1939

My dear Mrs. Mitchell:

My failure to return to the campus Monday as planned was due to the critical illness of mother. The doctor advised that I remain here another week, during which time her condition can be more fully determined

It is my plan now to be there Monday, March 20th.

I am all right. The warm days are exhilarating. I am just beginning to eat.

I hope you & family are enjoying the best of health.

Kindly pass this information on.

Sincerely yours
E. L. Richardson

Route 2. Box
1492 Hiram St
Jacksonville, Fla
Mar. 16, 1939

Family

My dear Mrs. Mitchell:

Continuance of telegram. Mothers funeral will be 2:00 P.M. Sunday, at Iron City, Ga. I will leave here with body Saturday night.

Mother passed 2:00 P.M. Wed March 15.

Mrs. Mitchell kindly arrange with Mr Simpson to get $15.00 advance for me. and get it to me not later than the last mail Friday.

Tell Eloise mother passed.

Please thank Mrs. Bethune & Mr. Simpson for their consideration of me during mothers illness. For you I am so grateful. Pray for me.

Sincerely Yours, E. L. Richardson

UNIVERSITY OF FLORIDA
GAINESVILLE

OFFICE OF THE PRESIDENT

March 16, 1939

Dear Miss Mitchell:

President Tigert is out of the city today. A check of his schedule indicates that another engagement will prevent his attending the Testimonial Banquet honoring Dr. Bethune on Friday evening, March 17. He will, I am sure, be pleased to send a telegram of felicitation.

Cordially yours,
Edith P. Pitts
Administrative Assistant to the President

Miss Bertha L. Mitchell,
Secretary, Bethune-Cookman College,
Daytona Beach, Florida

Dennis

THE HOOVER COMPANY
GENERAL OFFICES AND MAIN FACTORY NORTH CANTON, OHIO

REPLY TO
EXECUTIVE OFFICES

May 2, 1939

Bethune-Cookman College,
Daytona Beach, Florida.

Attention: Treasurer

Gentlemen:

Please find enclosed two checks: one issued by the writer and another one by Mrs. Price, payable to your order as our contribution in carrying on the work which you are endeavoring to accomplish.

Shall be glad to receive your acknowledgment in due course and oblige.

Yours truly,

H. C. Price

219 E Maple St.
North Canton,
Ohio

H.C.Price
C

check $100.00
" 100.00

PHONE 5-6961

P. O. BOX 660

J. LEONARD LEWIS
ATTORNEY-AT-LAW
103 E. UNION STREET
JACKSONVILLE, FLA.

May 12, 1939

Also
Mrs Mary
Syphax
$10.00

Bethune-Cookman College
Daytona Beach, Florida

ATTENTION: Mrs. B. L. Mitchell.

Dear Mrs. Mitchell:

Please find enclosed my personal check for $5.00 covering part payment on pledge of the $10.00 made.

I will try to arrange the final payment on the 1st of September. Trusting to have your indulgence until that time, I am

Yours very truly,

J. Leonard Lewis

J. LEONARD LEWIS.

JLL:EE
ENC:check, $5.

Telephone 767-J

THE METHODIST EPISCOPAL CHURCH
SUMTER DISTRICT
South Carolina Conference
A. R. HOWARD, District Superintendent
P. O. Box 847
SUMTER, S. C.

May 16,1939.

Mrs.B.L.Mitchell
Bethune Cookman College
Daytona Beach,Florida.

Dear Mrs.Mitchell:

Referring to your letter of April 26th,as I can remember,I gave the check mentioned to Mrs.Bethune with the request that she buy some article for me at the fair the school was putting on about that time. Evidently Mrs.Bethune forgot about it and the article never was purchased. I did this with the thought of helping the school.

Very truly yours,

A. R. Howard.

A.R.Howard.

ARH:H

ATLANTA BOSTON CHICAGO NEW YORK

DETEX WATCHCLOCK CORPORATION
MANUFACTURER
PATROL, NEWMAN, ECO, ALERT
ELECTRIC AND PORTABLE
WATCHCLOCKS

GLENN BUILDING
ATLANTA, GA.

Sew

Mrs. Mitchell

June 2, 1939

(How much for repairs)

Bethune-Cookman College
Daytona Beach
Florida

Gentlemen:

On May 22, we wrote you regarding your watchclock equipment which we are still holding in our shop awaiting your decision.

We appreciate that there is some good reason for the delay, but we would thank you to let us hear from you as soon as you can possibly do so.

May we ship you a new outfit?

Sincerely yours

DETEX WATCHCLOCK CORPORATION
Gordon Lewis
Gordon Lewis
Manager, Southern Department

SC

Mrs. Mitchell:

We sent in our clock to be fixt & they sent us a rental clock. They claim our old clock is no good &, if we send them a check for $40.00 they will send us a new clock. They claimed they charged off an a/c against B-C of some 40.00 or $50.00 in 1935.

A.P.

[illegible]

Please return letter to Blm

Box 98
A & M College
Tallahassee, Fla.
June 4, 1939

My dear Lovely,

Mrs. W. A. Williams out in Waycross sent a note to me that she is a little ill, and wanted me to send a chicken for Sunday dinner. I forgot it. Please send out to the farm and get a fryer, and send it to her with my love.

6/7/39 Eloise

Will you please look into our representation at the Y.W.C.A. meeting for Talladega, and also the Methodist meeting for Berea. Talk with Alice Jackson and Coleman.

Send to Professor English of the Department of Education, a copy of my statement concerning D. E. Williams.

6/7/39 Eloise

Get the address of Green in Chicago for me.

Get in touch with Exum. Have letter for me regarding these things in Washington when I arrive Friday or Saturday. Somehow, my mind is easy and I feel things will go well.

Stayed last night in "love nest" with Clara and Charlton. Love to all. Tell Julia, Paige is here with us having breakfast.

Sincerely yours,

Mary McLeod Bethune

MMB/rvc

Trustees

If he is willing to upon he gets 5

3rd

519 N. Coyle. St
Pensacola. Fla
June 6, 1939

My Dear Lovie :—

After talking with you this after noon, had an accident, coming down stairs, twisted my ankle, very severe tonight, having an exray tomorrow morning, hoping no bones are broken. You better so notify my accident insurance I do not know what it might work into.

I hope I may get on my way tomorrow night Wednesday. Enclose you will find $100.00 given by J. Finley Wilson. Rod will turn over to you the lodge donation. I am organizing a Bethune Cookman Club here tomorrow ~~night~~ at 1. o'clock starting the ball rolling. Our hostess Mrs Banks in our little city is taking special care of me. This letter is for you, Julia and Margaret.

Dont worry about me I am getting along alright. I pray my ankle will be alright in a short while. Let Gertrude know how I am. Albert was reelected President he had a grand session, the poise and dignity he had handling his convention was gratifying for business, he speaks very well indeed he has a marvelous tone for speaking mellow and calm

This experience has greatly encouraged me. You will try to have a letter for me when I get to Washington Sunday; I shall be glad to hear the political situation of the town.

Use every available space for your teachers. Does Ingram still stay in the dormitory? Ask Mrs Brown to write me at least once a week regarding her work. I am most anxious to know how Mrs. Shaw will fit in through the dormitory life of Curtis Hall, look up the inventory of any belongings of the College in Mr. Simpson's house, get from him as definite information of his office as possible, when he is through would it be your plan to use Mrs Brown or let her off?

We need some real correspondence for this endowment. Would you prefer Mrs. Brown to the little Martin girl that just graduated

Had Margaret had any words from our little boy. Love to all.

Mary McLeod Bethune.

N.B. Dear Lovie:

William DuBose would like to give a recital during the Summer Session and it will not be expensive, charge around 15 or 25 cents. Get a good crowd. William is the nephew of Judge Sayer, he has a splendid voice and I think some of the cultured things ought to be compulsory so that all will attend. Mr. R. Von Charlton of the A. & M. College will accompany him. He will write you.

Lovingly,
Mary McLeod Bethune

First Atlantic National Bank of Daytona Beach
AFFILIATED WITH THE ATLANTIC NATIONAL BANK OF JACKSONVILLE
DAYTONA BEACH, FLORIDA

R. E. NIVEN, JR.
CASHIER

June 16, 1939

Mrs. Bertha L. Mitchell, Secretary
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Mrs. Mitchell:

This is to acknowledge with thanks your invitation to talk with your students registered in the summer session on Monday, June 19th. Inasmuch as I do not expect to be in the City at that time I will have to decline the privilege.

Thanking you, I am

Very truly yours,
R.E. Niven Jr
R. E. Niven Jr.
Cashier

RENjr
GW

Tues- 1:30

Stu R, #23. 6/20/39

Dear Mrs. Mitchell:

Enclosed you will find the check which has been duly endorsed as per your request.

Thank you very much.

I am enjoying the summer very much, but I miss old B-C.C. very very much.

I hope sincerely that Lady Luck is smiling graciously upon yours and you.

Sincerely, D.M.M.

PRESIDENT
Carrington L. Davis
Paul Laurence Dunbar High School
McElderry and Caroline Sts.
Baltimore, Md.

VICE PRESIDENT
Miss Mary L. Williams
1011 Second Avenue
Charleston, W. Va.

CHAIRMAN TRUSTEE BOARD
J. S. Clark
Southern University
Baton Rouge, La.

EXECUTIVE SECRETARY
Wm. W. Sanders
1034 Bridge Road
Charleston, W. Va.

TREASURER
Howard H. Long
Henry Wilson School Bldg.
17th St., between Euclid St. and Kalorama Rd.
Washington, D. C.

AMERICAN TEACHERS ASSOCIATION

(Formerly The National Association of Teachers in Colored Schools)

REGIONAL VICE-PRESIDENTS

1st—W. W. Blackburn
1101 Deer Park Street
Jackson, Mississippi

2nd—I. A. Derbigny
Tuskegee Institute, Ala.

3rd—Mrs. Rose D. Aggrey
Salisbury, N. C.

REGIONAL VICE-PRESIDENTS

4th—Mrs. Lucy Harth Smith
258 E. 5th Street
Lexington, Ky.

5th—Mrs. Ethel Harris Grubbs
751 Fairmont St., N. W.
Washington, D. C.

6th—I. T. Gillam
1211 Pulaski Street
Little Rock, Ark.

For Mrs. Bethune's Information

26 June 1939

Miss Bertha L. Mitchell, Secretary
Behhune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Miss Mitchell:

Please accept my thanks for your favor of June 24 with which you enclosed a check for $22.50 representing memberships in the American Teachers Association from the staff of Bethune-Cookman College. I am handing you herewith receipts and membership cards for same.

We regret to learn that you will not be able to have a representative from the college present at the Atlantic City meeting.

Again thanking you and with best wishes, I am

Very sincerely yours,

Wm W Sanders

Wm. W. Sanders
Executive Secretary

m

Davis ✓

THE MORRILLS
206 West Coolidge Avenue
Barrington, Illinois

July 4, 1939.

Bethune - Cookman College
Bertha L. Mitchell, Sec.
Daytona Beach, Florida

My dear Mrs Mitchell -

Enclosed you will find a money order for ten dollars for the Endowment Fund. We only wish we could make it ten times as much.

I enjoyed meeting Mrs. Bethune at the Uniting Conference. She had a great part To pray in the spirit of that great meeting.

We pray this next year may be one of richness in experience for everyone at the school.

Mr. Morrill joins me in sending greetings.

Sincerely,

Mrs. Miron A. Morrill

Warren

LAWTON L. PRATT
FUNERAL HOMES, INC.

525-527 WEST BEAVER STREET
JACKSONVILLE, FLORIDA

BRANCH:
234 SO. CLARA AVE
DELAND, FLA

JULY FIFTH
1 9 3 9

Bethune-Cookman College
Daytona Beach
Florida

Dear Mrs. Mitchell:

In reply to your letter of June 17, I am herewith enclosing my check for $10.00.

Kindly credit my Pledge with this amount. Will send another payment on Pledge within a few days.

Yours for the success of the School,

Lawton L. Pratt
Lawton L. Pratt

LLP:AEC
Encl- 1

BONDS STOCK CERTIFICATES AND SECURITIES ENGRAVED ACCORDING TO STOCK EXCHANGE REQUIREMENTS

E. A. WRIGHT COMPANY
ESTABLISHED 1872
BANK NOTE AND GENERAL ENGRAVERS
PRINTERS LITHOGRAPHERS STATIONERS
BROAD AND HUNTINGDON STS.
PHILADELPHIA

July 6, 1939

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Please accept our thanks for your July 3rd letter.

We will be glad to prepare -

59 Diplomas for the Normal Department and
8 Diplomas for the High School

In compliance with your request we enclose invoice in the amount of $147.40, and would appreciate receiving a check at your convenience.

From present indications we expect to make shipment of the diplomas next week to effect delivery by July 19th as requested.

Very truly yours,

E. A. WRIGHT COMPANY

Manager of Department

S.P.Bickel-r
Enc.

Check sent

K. L. PHARR, PRESIDENT
LEO R. SEARS, SECRETARY
BEAUCEA SOLOMON, TREASURER

PHONES: 2-7842
2-8512
3-1440

Colored Funeral Directors Association
Miami, Florida

Faculty

July 6 1939

My dear Bertha Loving Mitchell:

Your letter this morning is so very warm and cheerful. Your "How ARE you" is positively thrilling. Bless your heart.

But when are you going * illiminate that "Dr"? I like just plain "Kelsey Pharr" or "Pharr" or better still "Kelsey".

I'm afraid my note will not be sounded as harmoniously as your delightful letter would suggest regarding my presence Monday, or before. You see, I have in Miami FOUR healthy babies given to my personal care and they are taking every minute of my time. So much so, that even social hours are taboo. They are: completing my church AME, and the raising and expending of some $30,000. I agreed to remain home this summer to do it. Initiated a Trustees' movement to secure an addition in every way to our Christian Hospital, whereupon, instead of $2000 per year from the City, we are promised at least $10,000 additional per year, making TWELVE. The Pharr Cemetery (Lincoln Memorial Park) is more beautiful than ever with the personal direction of improvements, such as the placing of full grown coconut palms and other shade trees and plants. The grass is freshly cut now and it is perfectly beautiful. And lastly, my own two-year program which started May 14th,(my birthday) for my parent business. All are progressing satisfactorily and I am an extremely busy man.

On Monday night I am mastering a program to benefit one of these projects which I can't bring my self to leave, for fear of it's falling through. Herein comes the note of dis-harmony; I doubt if I can be present. In the Endowment matter you have many capable persons; in these Miami matters, I am the "goat" and besides me, there appears to be no other. The church and hospital have been going on for years, just running and not improving. Whatever I touch must improve or cease operation. There is no such thing as standing still. Nothing does. If it isn't improving, it's deteriorating, dying.

I wrote Dr. Bousfield and explained for the first time the signing of the pledge card for him. If he doesn't, I can be depended upon for that amount.

I shall write Mr. Toote today-air mail tomorrow-and he will comply I'm almost certain. If not, he will be here and at Daytona for the tournament. His card was signed at his suggestion and he never defaults.

K. L. PHARR, PRESIDENT
LEO R. SEARS, SECRETARY
BEAUCEA SOLOMON, TREASURER

PHONES: 2-7842
2-8512
3-1440

Colored Funeral Directors Association
Miami, Florida

To Mrs Bethune, my sincere regards and love--God Bless her.

A letter from Toote today urging my presence there in Nassau before he comes over. Also, insists that I be present at the tournament. None of these several things will I promise any one while I have such responsibilities here. Neither of the FAIRS interests me, as much as I'd like to visit California. When Mrs. Bethune was there her card to me said "Pharr if you havan't bean to California, come". Friends there even now, are most insistent. But, I've committed myself to these FOUR babies and they MUST thrive.

Architects have been ordered to proceed with the church blue prints, having altered the old ones made about 12 years ago. $6000 are in hand of that $30000.00 and I started plans to raise Four more and borrow TWENTY thus completing the auditorium for comfortable use. It will be a gorgeously beautiful structure in modern architecture.

We shall relieve the present crowded condition at our City owned hospital by arranging twenty additonal beds at our Christian; STAFFED by Negro physicians. We have installed more than a thousand dollars of NEW equipment and have funds to pay for it.

In personally directing my own Parent business now, I am really a "working man". Four funerals last Sunday; Five Sunday before; and three the Sunday before. All are in session at one and the same time in different parts of the City. I touch every one once or twice during the afternoon and arrange to be at the cemetery when each arrives. When night comes I need no rocking, nor lullaby songs.

I've written all of this that you may understand a little. Without egotism, I think the meeting Monday night would flop, if I'm away. I speak from experience.

Thanks for everything, love to your marvellous daughter and husband; with a God Bless you too.

Decidedly,

Pharr

P.S. I remember mentioning a dollar Mrs. Baker of Jax included in a check to me subsequent to the banquet. I dont remember remitting. Here'tis. Mrs Baker is Rebecca and Hilda's mother, her first name slips me at the moment.

Pharr

PHARR FUNERAL HOME
1025 NORTHWEST SECOND AVENUE
PHONE 2-7842
MIAMI, FLORIDA

July 6 1939

Dear Mrs. Loving:

Right now I am having hot sweats.

Finished a letter to you this morning and this afternoon"for no reason at all", I started cleaning out pigeon holes. Lo and behold the enclosed letter greeted me. I'm sorry for this oversight. For what must this delightful person think of me, if no word from you at the school, of us all?

I'm writing her immediately confessing everything and trying to explain.

Truth is, I have too darned many things to do with such in-efficient help in doing it.

Regards as usual.

Kelsey

Tuskegee Institute
TUSKEGEE INSTITUTE, ALABAMA

DEPARTMENT OF MECHANICAL INDUSTRIES
G. L. WASHINGTON, DIRECTOR
P. O. BOX 67

July 15, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Business Officer
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

We are herewith enclosing description of our Cooperative Industrial Extension Program referred to in our letter of July 10".

Trusting that we may receive a favorable reply, we are

Very truly yours,

G L Washington
G. L. Washington, Director

/mnb

COOPERATIVE INDUSTRIAL EXTENSION

(1) Under Cooperative Industrial Extension the student is placed with a Contractor, Institution, or some other Commercial Establishment to acquire further job experience. The student works full-time (44 hours per week) for a Quarter (12 weeks) at a time. The student is considered as being in school while on the job and must receive satisfactory rating from the employer to receive credit toward graduation for this required experience. He is rated by employer on character, industry, judgment, initiative, punctuality, technical ability, and cooperation.

(2) Cooperative Industrial Extension is required of students in the Commercial Industries Curriculum, a four year college course leading to a degree. This curriculum is designed to afford the student basic and advanced training in principles and operations of the trade or industry in which the student majors together with related technical information, fundamental and applied commercial and business technique, and general education courses to the end that the graduate may be fundamentally prepared to enter the field of practice or commerce based upon the trade majored in.

(3) Four quarters (one year) of this extension training (alternating by quarters with resident instruction) is done during the third and fourth years, equal time being done in resident instruction. The schedule is so arranged that a third and fourth year student may alternate on the same job thereby filling the job full-time throughout the year.

(4) Compensation for the student's services is primarily to meet living expenses, travel to and from the job, and to net an amount towards expenses for his education at Tuskegee Institute. This compensation is considered as a donation to the program and is paid to Tuskegee Institute. The Institute in turn pays directly living expenses in the town or city where the student is located and applies the balance to the student's account for educational expense at the Institute.

(5) Overtime work beyond 44 hours per week is left to the employer and student; the student may receive compensation in cash directly from the employer for such hours. Transportation involved in the performance of job duties is to be cared for by the employer.

FINANCIAL PLAN

(A) For Institutions or concerns desiring to furnish to the student free of charge board and lodging, the donation payment is $8.00 per week (44 hours per week). This amount is to be paid directly to Tuskegee Institute. Check being made payable to Tuskegee Institute but mailed directly to the Director, School of Mechanical Industries. It is suggested that payments be made weekly or bi-weekly.

(B) For Institutions or concerns not desiring to furnish board and lodging the donation payment is $15.00 per week, paid directly to Tuskegee Institute. Check being made payable to Tuskegee Institute, but mailed directly to the Director, School of Mechanical Industries. It is suggested that the payments be made weekly or bi-weekly. Under this plan the Institute assumes obligation for living expenses of the student.

Bethune-Cookman College
Daytona Beach, Florida

Office of
JAMES A. BOND,
Dean and Registrar

July 21, 1939

Mrs. Mitchell: -

Will you please write the Wright Company, if you have not already done so, and find out if they can furnish us a college diploma for Willie Mae Taylor this summer. Will you also order a high school diploma for Essie Mae Robinson. I am asking Miss Robinson to come by today and pay for it.

Very truly yours,

Jas A Bond

James A. Bond.

JAB:mg

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF PUBLIC WELFARE
VIRGINIA INDUSTRIAL SCHOOL FOR
COLORED GIRLS
PEAK'S TURNOUT, VA.

MRS. JANIE PORTER BARRETT
SUPERINTENDENT

BOARD OF DIRECTORS
FRANK W. DARLING, CHAIRMAN
R. R. GWATHMEY, JR., SECRETARY
MISS VIRGINIA RANDOLPH
H. C. BEATTIE
DR. EARLY L. FOX
ARTHUR W. JAMES, COMMISSIONER

July 22, 1939

Thank her for letter and correction
We have corrected our record

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona.Beach, Florida

My dear Miss Mitchell:

I have just received your letter with enclosed receipt to the Virginia Industrial School. The check for five dollars ($5.00) from me, was my personal **gift** to the Permanent Endowment Fund. I regret that it could not have been more.

I note that you have made out a receipt to the Virginia Industrial School, which I am returning and asking that you please change your record from Virginia Industrial School to Janie Porter Barrett, as the school had no part in the donation. I am sure it was our faught that this mistake was made, and I regret the extra trouble it is causing to make this change.

Thank you very much for your letter telling me about the great success of the Rally and Birthday Celebration of Mrs. Bethune which I am so glad to know. Please extend my congratulation to Mrs. Bethune, and tell her I am wishing for her continued success for the great work she is doing,for not only Bethune Cookman College but for the Nation.

Sincerely yours,

Janie Porter Barrett

Janie Porter Barrett,
Superintendent

JPB:AJ

Donor

KELSEY PHARR
1025 N. W. 2ND AVE.
MIAMI, FLORIDA

Jiyl 24 1939

25^{00}

Dear Mrs Bertha Loving Mitchell
Secretray
Bethune Cookman College
Daytona Beach, Florida

Bless your heart:

I'm enclosing a check which is self explanatory, from Dr. M.O.Bousfield.

Heres hoping others are coming in accordingly.

Please tell Miss Brown that I have a message from Etta Moten saying to tell her and Dr. Hills that she'll see them soon if I'll motor to Jacksonville and get her this week -end. She's covering the convention for the ANP and her hubby.

I want to get up therem but I've such a program here that I really hate the time taken from it.

Incidentally, Bousfield added that I should give his"love to some woman in Florida, any woman, just give it".

Sincerely,

Kelsey Pharr

BONDS STOCK CERTIFICATES AND SECURITIES
ENGRAVED ACCORDING TO
STOCK EXCHANGE
REQUIREMENTS

E. A. WRIGHT COMPANY
ESTABLISHED 1872
BANK NOTE AND GENERAL ENGRAVERS
PRINTERS·LITHOGRAPHERS·STATIONERS
2545 NORTH BROAD STREET
PHILADELPHIA

July 26, 1939

Miss Bertha L. Mitchell, Sec'y.
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Your July 21st letter is sincerely appreciated, and we assure you of our continued efforts to merit your approval.

In compliance with your request, we enclose invoice covering the two Diplomas and Leather Cases for students who have now met graduation requirements.

In the meantime, we are proceeding with the work, and we assume you will wish to send your check to cover the cost prior to shipment eliminating the c.o.d. charge.

Thank you!

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel

Manager of Department

S.P.Bickel-h
enc.

SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE

Marshallville, Ga.

July 29, 1939

Sen

We have so many applica. from ~~Students~~ in Florida that ~~state~~ we can handly give ~~eagt~~ to out-of-State Students

Mrs. Bertha L. Mitchell

Bethune-Cookman College

Daytona Beach, Fla.

Dear Mrs. Mitchell:

Please consider me an applicant applying for admission on the one year work plan, or the full-time employment. I am very anxious to attend B.C. College but I am financially unable to do so unless granted a work year opportunity.

I am a graduate of Paine College H.S. of Augusta, Ga. I am willing to work, I had done dining room work, office and library and various other campus job. I will be ready to enter whenever I am asked to.

May I hear from you at once? Yours Truly

Raymond Hollinshed.

32 Morningside Avenue
New York City
August 2, 1939

Mrs. Bertha Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell

I am writing a brief personal history of Mrs. Bethune for one of the national magazines. And during an interview with her last Sunday, she told me to write to you for any additional material I may need. I was so enthralled with what Mrs. Bethune had to say in her inimitable gracious and charming way that I forgot some of the things I wanted to ask her.

Will you kindly supply me with (1) a list of famous persons who have visited the Bethune-Cookman College, (2) a list of Bethune-Cookman graduates employed in positions which are specially creditable to the school, (3) How many are the faculty members, (4) nature of the curriculum, (5) rating of the college (a) in the North, (b) in the South.

Any other items which may have been ommitted in my interview will be welcome and I shall be happy to have this information as soon as ever you can send it.

Yours Sincerely

Claude McKay

Look over the enclosed letter and suggested names - add to them - tell him to select what he wants.

2566 Nichols Ave. N.E.
Washington, D. C.
August 12, 1939.

Mrs. Bertha N. Mitchell,
Bethune Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

Through you I am taking the liberty to send my donation to the Birthday Club. My, how the years roll around! Pretty soon I will be an old man if I don't watch out---and as yet I haven't done very much to justify being from Dear Ol' B.C.C. I haven't forgotten though and I hope before I have sent in many more birthday checks I will at least be on the way.

How is my dear Alma Mater? I understand the you all had a very succesful Summer School ---that's fine. I'll see if I can't sneak down for the six weeks course in a Summer or two. I have wanted to do that ever since my last trip down there but I haven't been able to take that much time out as yet.

I am planning to pass through Daytona around the 28th of this month with a friend or two. May stop by to say hello and possibly a dip in the ocean. Just for old times sake. I hope to have the pleasure of greeting you at that time.

Kindly have my address corrected in the Alumni files.

Sincerely,

D. Henry Grillo

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 14, 1939

My dear Mrs. Mitchell,

I trust you and Marcia had a safe and pleasant trip and are enjoying your parents and grandparents. I miss you more than I can tell you. I am waiting every minute for you to come in the office. I am very lonesome without you on a big Monday morning like this.

I am sorry to have to worry you so soon, but this letter from the Refrigeration Discount Corporation seems important and urgent. I sent them a short note - copy attached.

I received a letter from Dr. Holmes addressed to the Repair Committee of Bethune-Cookman. I have made three copies of same and sent one to Mr. Snead, Mrs. Ranslow and your copy is enclosed. The original letter has been filed in your 1939-40 Repair folder.

You received a long letter from Mr. Saxon this morning with reference to his contacts. He enclosed a list of names of prospective students. Should I send application blanks to the students on this list? We sent Mr. Saxon NYA application blanks and I presume he gave them to worthy, needy students as he went along.

Excerp from Mr. Saxon's letter -"Did you talk over with Dean Bond the itinerary for my contacting? Shall I continue to contact, or shall I come into the college before contacting any more, or just what are the plans?"

Everything was carried out smoothly Saturday. The Building Fund Pay Roll was $136.75. The Balance on the Building Fund check book was $35.39. Thelma gave me a check for $150.00 from Regular Account, which I deposited Saturday morning.

Mr. Snead was in the office a few minutes ago asking if you had left a check for him. I think this ckeck is due on the 12th of each month. Thelma wants to know if it is alright for her to issue him a chick for $75.00. Thelma thinks she is going to run out of checks. If she finds this to be true she will send you two or three checks to sign the middle of this week. She used one of her signed checks advancing me money for the Building Fund Pay Roll.

Miss Brown is still in bed. The doctor was in to see her last night. She is feeling fine this morning and hope to be out within a few days.

Nadine is helping Dean Bond this morning. We are doing our best to carry things on in a creditable way for you.

Dr. Holmes' secretary wrote for some information Saturday. I think I took care of it alright. She wanted a list of the graduates from Bethune-Cookman College for 1938-39. I did not know whether that meant summer school and Regular or not. However, I sent her a nice list of the Summer school graduates and a list of the Regular term graduates.

Mrs. Margaret is still here. I think they are planning to leave tomorrow. Love to Mr. and Mrs. Loving. Sweet hello to Marcia.

I am enclosing a card to Marcia from little Walter Simpson.

Sincerely,

Eloise

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 15, 1939

August 21st

My dear Mrs. Mitchell,

I am enclosing two letters from Mrs. Emmy V. Hunt, and a letter of recommendation for Mrs. Hunt from President Daniel of Shaw University. I I think Mrs. Hunt is the person you are considering for our Home Economics teacher and Dining Hall matron for 1939-40.

Mrs. Margaret Bethune advised me to send the letters to Mrs. Bethune, but I thought it best to send them to you.

Miss Brown is better today. She sent for me to come over and take some dictation this morning. I went over and took six or seven letter for her, because Mrs. Margaret Bethune told me to stand by (her) while she is in bed for diplomacy.

The Underwood typewriter man came out and left three new typewriters and picked up the old ones for repair. The two that were in the postoffice and one from the commercial department. I took the numbers off the typewriters to make sure that we get our same typewriters back.

Sincerely,
Eloise

August 17'39

August 16, 1939

Dear Mrs. Mitchell,

I have only one signed check left which I will use for the weekly wages payroll, so I am enclosing three(3) checks to be signed for the Repairs Payroll due August 19th.

Bank Balance - $ 428.69.

Everything, as a whole, seems to be moving rather smoothly. I am being kept busy trying to get all Regular Cash Receipts and Disbursements posted up to date, and the necessary filing done.

Hope you and Marcia are spending an enjoyable vacation with your family.

Sincerely yours,
Thelma Nixon
Thelma Nixon.

Enc.

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 16, 1939

August [illegible]
17

My dear Mrs. Mitchell,

I am enclosing a copy of my letter from Dean James P. Brawley, Clark University. I know his offer is too late, because I have accepted a position here for 1939-40. However, I wish you would read it and advise me how to answer. His offer really sounds too good to be true. That means I will have to pay only $18.00 for the whole school term. Room and Board there is $17.00 per month and I would have to add $2.00 to the $15.00 received from NYA each month. I know you will advise me wisely what to say to him in my reply.

Sincerely,

Eloise

Eloise.

August 17th

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 16, 1939

Mrs. Bertha L. Mitchell
426 State Street
Bowling Green, Kentucky

My dear Mrs. Mitchell:

Attached are two requests for information from Mr. Joe. A. Youngblood. I am not familiar with the material requested in either one of the letters. Will you please, therefore, make them up or indicate to Eloise where she may find the material - return them and I shall be glad to assist her in getting them ready for Mr. Youngblood.

I presume that the one dated August 15 is immediate in order that the allocations for the various colleges can be made.

Sincerely yours,

Jas A. Bond

James A. Bond.

jab-ejt

enclosures

THE HOUSING AUTHORITY
OF THE
City of Miami-Florida
E. G. SEWELL, MAYOR

INCORPORATED 1896

ARTHUR WM. KNEIBLER, CHAIRMAN
GEORGE C. STEMBLER
HUGH P. EMERSON
MARK MAX
PETER McCABE

H. W. WATTS, EXECUTIVE DIRECTOR

LIBERTY SQUARE PROJECT
6306 N. W. 14TH AVE.

August 18, 1939

Mrs. Bertha Loving-Mitchell,
Bethune-Cookman College,
Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Mitchell:

I trust that you will not become alarmed by receiving this letter from me. It is true that I am very negligent with my personal correspondence, but you can very well understand that situation.

The Bethune-Cookman Mothers' Club is sponsoring a banquet at the Rockland Palace on Tuesday night, August 22, 1939, and I have consented to make a talk, relating the history of the Institution. Of course that starts with the little girls and the soap boxes and ends with progressively growing plant that now exists. I will appreciate, very much, any and all literature that will enable me to intelligently face and inform my audience on Tuesday night. I dare not rely upon my memory for factual information, for since my time "much water has gone under the bridge". Will you include in this data the number of buildings, then and now, the graduating value of the plant, from the first 15 years to the present time and other information that you think will aid me.

My wife is very ill in Altamonte Springs and I plan to visit there over the week-end and am a bit anxious to see the progress being made with the project there FOR MANY REASONS, but am not certain whether time will permit me to visit there, however, enclosed please find a self-addressed envelope in which you may forward me the above requested information.

Thanks a lot.

Sincerely,

Eugene Kemp

EUGENE E. KEMP

Bertha Slack, Mildred Peterson and party visited the office this afternoon from Daytona Beach.

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 19, 1939

My dear Mrs. Mitchell,

Thanks for your letter of August 17.

I sent Mrs. Bethune the letter from the Refrigeration Discount Corporation immediately upon receipt of your letter, and asked her to get a check to them for $14.10 by August 28th. I also wrote the Corporation and told them that they would receive a check on or before the 28th of August. I telephoned Mr. Gause's office and found that he was on his vacation. His secretary assured me that everything would be alright if I sent the note stating that the check would be there by the 28th.

I wrote Mr. Saxon as instructed in your letter.

Dean Bond received your letter with the Affidavit form for Colleges and Graduate Schools enclosed and referred same to me with your instructions. I filled in the blanks just as you instructed. Dean Bond requested a monthly quota of $675.00 or a total of $6,075.00 for the academic year. Last year our monthly quota was $645.00 or a total of $5,805.00 - Annual Quota. On the back of the Affidavit form - under (A) Method of assistance you had NYA aid $675.00 and our monthly quota for 1938-39 was $645.00. I did not change it because I felt that you put it there for some definite reason. I made out the report that was requested in Mr. Youngblood's letter of August 14. I wrote a short article stating some of the developments which occured as a result of the work performed by the Special NYA project students, and Dean Bond and Mr. Coleman read it over making a few corrections.

Dean Bond wrote Mr. Youngblood a very nice letter regarding the special projects. He asked Mr. Youngblood to recommend the allocation of at least three or four hundred dollars per month to reinstate these projects or similar ones for the academic year, 1939-40.

Mr. Thompkins Building Fund Pay Roll for this week was $23.00. The Building Fund bank balance was $48.64. The bank balance to date is $25.64. We will not have a building fund pay roll next week. A portion of this week's time was left over from last Saturday morning. Mr. Van Poole say they always carry the time put in on Saturday morning over in the next week pay rool. Didn't any of the men work out there this morning, which is evidence that we will not have a payroll next week.

The repair work is moving along rapidly. Mr. Van Poole has just brought in a bi-weekly report of repairs and renovations. One coat of paint has been put on all windows, doors and porches on the outside of Cookman and Curtis Halls. They will put on the second coat next week. Mr. Charles B. Tebbe is doing the plumbing in Curtis Hall this week. Sash cords are being replaced in all windows that need it in White Hall. The boys are repainting the chairs and tables in Faith Hall.

We received a check for $100.00 from Rev. J. B. Cook - Conference collection from the Epworth League Convention, which convened recently in Ocala. He sent a long list of names stating the Charge and Pastor. Receipts have been issued as instructed in his letter. I have not written him yet, but will do so tomorrow. I sent Mrs. Bethune a copy of his letter, because he wants here to be present at some convention in September 6-10. We received a check for $3.00 from Mary Southworth Williams. She sent the check in an envelope by itself. We credited it to general donations.

Miss Brown is much better. She ate dinner with us in the dining room yesterday. Miss Gramling is here - she returned yesterday.

This is all I can think of at the present. Love to Mr. and Mrs. Loving and Mr. Mitchell. Sweet hello to Marcia.

Sincerely,

Eloise

P. S.
Nadine sent love to you. She will write you soon.

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 23, 1939

My dear Mrs. Mitchell,

I trust that you have had a very enjoyable yet restful vacation. The time has flown by so swiftly, I don't imagine you are quite ready to come back. Well, everything has been moving along smoothly. Eloise, Thelma and I have been holding the fort for you. We are just about to wind up now so that all will be well when you arrive.

How is Marcia enjoying herself? Tell her hello for me, and that I shall be glad when she comes back so that she can tell me all about her trip. Say hello to Mr. Mitchell also.

I hope you found your mother well, and I know she was bubbling over with joy at having you there with her. Give her my regards.

Well, I am catching on to the office routine fairly well and shall be ready for my assignments when you come.

Mother sends love. See you soon.

Lovingly,

Nadine

I did not write Mrs. Cooper!!

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

August 23, 1939

My dear Mrs. Mitchell,

Received your letter this morning - I have written Mrs. Hunt as instructed in your letter. Engram's brother brought the key up here yesterday. I told Richard to tell Rachel I had the key and would help her clean up, if she should need me.

The repair work is moving along rapidly. All plumbing in White Hall, Science Hall, Dean's home and Chapin Cottage has been completed and necessary repairs have been made. This information is taken from Mr. Van Poole's bi-weekly Report of repairs and renovations.

Mr. Thompkins brought in the Rent Report yesterday. I am today sending the Money Order for $39.60 to Attorney J. Leonard Lewis.

Mrs. Mitchell, I have check over our supplies and found that we are in need of Bond paper #20 and envelopes. We are completely out of envelopes. Dean Bond borrowed all we had to send a letter out to students. I know we will need stationery and envelopes when you return to get out letters to prospective students. I 'phoned the Book Store and got their price on 500 envelopes #63/4, which is $1.25. May I get a box and have Mr. Burgman to print them? The large envelopes #10 are $2.25 for 500. We want need any large ones until you return. I can buy a box for $1.25 and let you refund me later, if Thelma doesn't have that much in Petty Cash.

Mr. Van Poole has taken the equipment out of Mr. Simpson's office and placed it in Miss Brown office. He has not moved the things out of Mr. Coleman's office yet, but will probably start moving today or tomorrow.

Thelma wanted to send you some more checks today, but I advised her to wait until you return - Monday. Mr. Van Poole wants to pay some man he has working Saturday, but I told him the man could wait at least one or two days for his pay.

We received $4.00 - room reservations for 1939-40 and $10.50 from Theodore's mother - Theodore Richardson, New York. I think this amount covers Theodore's summer school account.

I have completed my filing - Thanks to God, I am up with the filing. We have made new Advisory Board lists and Trustee Board lists. I made four more copies of the Endowment Report. I am now transcribing my minutes. Thursday, Friday and Saturday will be my cleaning days. The postoffice is running over with mail.

Love to all.

Eloise

MUNICIPAL COURT
OF THE
DISTRICT OF COLUMBIA

ARMOND W. SCOTT
JUDGE

WASHINGTON

August 31, 1939

Miss Bertha L. Mitchell
Secretary of the College
Bethune-Cookman College
Daytona Beach, Fla.

Dear Miss Mitchell

As per my promise, I am enclosing my check for the sum of one-hundred dollars as a contribution to the Bethun Endowment Ralley, and find pleasure in doing so.

Yours very truly,

Armond W. Scott

ARMOND W. SCOTT

[illegible]

[illegible]

Rt. 3 box 422
Miami, Fla.
Sept. 9, 1939

Mrs B. L. Mitchell
Bethune-cookman college:

Dear Mrs Mitchell I am writing you for permission to live in the city of Daytona Beach and attend your School. I want to attend School but I can't live on the campus because my parents are not able to let me live on the campus. I have relatives who are old residents of Daytona and people of good standing and ideal people to live with. I was ~~tot~~ told by the Dean of your School that I had to get permission from you before I will be excepted. Please except me because I do want to go to School this year. If you will except me. Please answer right back so I will have the ample time to have my record sent there. Thanking you in advance for your kindness.

Ernestine Headings

She does not state [illegible] of parents where to live
MMB

1617 Myrtle Ave.
Jacksonville, Fla.
Sept. 14, 1939

Mrs. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Fla.

My dear Mrs. Mitchell,

I received my letter yesterday and I am very grateful to you and thank you for all that you have done for me.

You may expect me Wednesday morning Sept. 20.

Mrs. Mitchell if you have not made N. Y. A. appointments, and if it is possible, I would like

to have my old job back.
which was working in the
dormitory. I would also like
to have a room on the first
floor as I suffer with my side
and walking up + down
so many steps is against
me.

Thanking you in advance,
I remain

Respectfully yours,
Sylvester G. Leggett

733 S. Campbell St.
Daytona Beach, Fla
September 14, 1939

Mrs. Bertha Mitchell
Bethune - Cookman College
Daytona Beach, Fla.

My dear Mrs. Mitchell:

I hope to enter Bethune - Cookman College as a freshman this term. My parents are in New York, but with your permission, I'd like to enter as a day student and live in the city with my aunt, Mrs Brilla Boswell of 733 South Campbell Street.

Your consideration and cooperation in this matter will be greatly appreciated

Yours truly,
Armitage P. Garten

[illegible]

[illegible] here [illegible]

[illegible]

[illegible] Braswell

[illegible]

[illegible]

[illegible]

Bros [illegible]

[illegible]

[illegible] Bro [illegible]

[illegible]

ORLANDO TYPEWRITER EXCHANGE

J. E. LEHNHERR GEORGE L. STUART

15 South Main Street Phone 6518

ORLANDO

CENTRAL FLORIDA DISTRIBUTORS

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CABINETS

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MACHINES
STENCILS
INKS

ADDRESSOGRAPH
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PERFORATORS
RECEIPTORS
CHECK CANCELING
& ENDORSING
MACHINES

ALL MAKES
Bought - Sold
Rented - Repaired

September 16th, 1939

Mrs. Bertha L. Mitchell, Secretary,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

Thank you so very much for your nice letter ordering the new filing equipment. The prices you mention are correct and we have placed an order with the factory for direct shipment to you. This will come charges prepaid, being shipped from the Aurora, Illinois factory and shipment will be made promptly.

Again thanking you for your kindness,

Sincerely

Geo. L. Stuart

CENTRAL FLORIDA'S LARGEST DISTRIBUTORS OF OFFICE MACHINES

1

Receipt 9/20/39 Stu.

Clearwater Fla.
Sept. 18 - 1939

To the Business-Manager
Bethune-Cookman College
Daytona Beach, Fla.

Find enclosed $50.00 fifty dollars, first payment on Juanita Martin's expenses.

Please send receipt for same,

Sincerely yours,
(Mrs.) C. R. Martin
Box 572, Clearwater, Fla.

ORLANDO TYPEWRITER EXCHANGE

J. E. LEHNHERR GEORGE L. STUART
15 South Main Street Phone 6518
ORLANDO

CENTRAL FLORIDA DISTRIBUTORS

UNDERWOOD
STANDARD
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RIBBONS
CARBONS

FLORIDA STATE DISTRIBUTORS

AMERICAN
PERFORATORS
RECEIPTORS
CHECK CANCELING
& ENDORSING
MACHINES

ALL MAKES
Bought - Sold
Rented - Repaired

September the 23rd,1939

Dear Mrs. Mitchell:

The Bentson factory advise us that shipment on your special card file will be made on September 27th- being shipped direct to your office, charges prepaid. When it comes in and is unpacked please be sure that it is not damaged in shipment- if so advise the freight agent and let ue know about it.

Thanks for your kindness and with kindest regards,

Sincerely

Geo. L. Stuart

CENTRAL FLORIDA'S LARGEST DISTRIBUTORS OF OFFICE MACHINES

[illegible] Referred to [illegible] File

Reddick, Florida
September 25, 1939

Dear Mrs. Mitchell,

I am writing to let you know how much I appreciate the kindness of the Student aid committee. I am very greatful to them for considering me as a working student for the school term 1939-40, but I am very sorry I am not able to enter school the first quarter. If I am fortunate enough to enter school the second quater I hope the student aid committee will again consider my applicatio

Yours truly
Mildred Jackson

Sent

#1325

113 West 117 St. apt. 11
New york, city
Sept. 26, 1939.

Mrs. Bertha L. Mitchell
Bethune Cookman, College
Daytona Beach, Florida.

Dear Mrs. Mitchell:-

I am writing you because I did not know whether Mrs. Bethune was still in Town, but I am asking you to please ask the Board or arrange through the school and send Virginia a Bus ticket, (Grey hound) at once so we can come home. I have a check coming that I made the last 4 days in August and I have been waiting to get that check so we could come home and I havent received it yet, and Virginia has worried herself sick to come home. She wants to go to school first quarter.

I dont have anyone really to help me and I am sick. I am going to the Vanderbilt Medical center, but I am under a strain and I cant get well here. I will make arrangements to pay you as soon as I get home. Please do this.

You can have bus agent to wire ticket here and it does not cost anything, I dont think. Mrs. Mitchell if this cant be arranged please let me know at once. Virginia is sick in bed this morning. She want go any place And cry about School all the time.

your truly,
Mrs. Alloria Douglas
113 W. 117 St. apt. 17.
New york, city.

113 West 117 st apt 11
New york city N. Y.
Sept 30, 1939.

Dear mrs Mitchell.

I rec'd your letter and I was so glad to hear from you, And to know you all were to be here on the 7th. I wrote mr Coleman And I hope you will be able to take us back.

Virginia was so glad until she just cried She wants to be in School. she dreams about B.C.C. every night. I have a trunk and I will be so glad to have you carry it back on your ticket.

Mrs Mitchell, I will be so glad for mrs Bethune to help me to get back on the W.P.A. I will be so glad so virginia can go to School. ~~Sh~~ She certainly does want to finish School. And I am so worried about her. I do want her to have every thing to make her happy. And I thank you so much for your interest in virginia. God bless you.

Allonia Douglas.

HIGH SPRINGS
OCT 6
6 PM
1939
FLA.

THIS SIDE OF CARD IS FOR ADDRESS

Mrs. Bertha L. Mitchell,
Bethune Cookman College,
Daytona Beach Florida

P.O. Box 661
High Springs Fla
Oct. [illegible], 1939

Dear mrs. mitchell;

after informing you that I would accept the offer that was given me, by the College. I decided that I would stay out and prepare to enter next term as a regular student. I appreciate the Courtesy that you have shown me!

Respectfully yours
Samuel J. McCaslin

approved

P.O. Box 661
High Springs Fla.
Oct. 1 1939

Mrs. Bertha L. Mitchell,
Secretary of the College.
Daytona Beach, Fla.

Mrs. Mitchell,

I am more than glad to accept, the offer that you have given me.

For a definite reason, it is impossible for me to enter on Monday Oct. 2, but I will be there to enter school, on Tuesday, Oct. 3,.

Respectfully yours,
Samuel J. McCaslin

317 Sheldon St.
New Smyrna, Fla.
Oct 3, 1939

Sorry

All Scholar. and work aid allocated

Dear Mrs Mitchell;

I am interesting in going to School at Bethune Cookman College, and dont have much money and would like to know if you would help me to get in.

I saw Mr. Dixson Sunday night, and had a long talk with him. and he told me to ask you for a special Scholarship and all the details conserning it.

"Please answer soon"

Alice Estella Gray

Tell
him we have
had so many that
responses the project
is already
filled. Thank
him for his
cooperation and
tell him
we will
think
of his
boys when
something
else allowed us.

Howard Academy
Monticello, Florida,
Oct. 4, 1939

Miss Bertha L. Mitchell
Bethune Cookman College
Daytona Beach, Florida

My dear Miss Mitchell:

In reply to the letter received as to the number of high School graduates (boys) of last year; I have four boys who tried to make preparations for college, but they were unable to do so because of finance.

In talking to the four, trying to get two of them, I find that all of them want to come. Their interests have become aroused and states that they will be ready to leave as soon as I receive an answer, providing the vacancies are not filled by this time.

Will the four be accepted, or just two as mentioned in your previous letter?

Are there any other details necessary for them to know? If so, please send in your reply all necessaries. I am sure they will appreciate this great opportunity.

Very truly yours,
F. S. Jackson, Principal

76½ N. E. 1st Street
Miami Beach
Fla; 10-5-39

Miss Mitchel
Bethune Cookman College
Daytona Beach, Fla.

My Dear Miss Mitchel:-

Kindly accept this letter of thanks as an appreciation of your kindness, allowing me to abide in the boys Dorm. Enjoyed my stay on the campus so very much, really felt at home as alway do whenever at B.C.C.

The contact of the faculty and student body, served as a ray of light, bursting forth as a beam of sunshine into my very being; my stay though short was indeed a pleasant one.

Wish for you and others concerned a very happy, prosperous and successful semester.

Wish to be remembered to all -

Greatfully Yours
E. V. Kemp.

Whenever ready for a visit to Miami please inform
over

use of same. A cozy guest chamber (exclusive) in the Liberty City project awaits you. at the lovely residence of Mr + Mrs Moon of Atlanta.

St Augustine Fla
Oct 5 - 39
84 Bridge St.

Bethune-Cookman College.
Daytona Beach Fla
Mrs B. L. Mitchel Secy.

My dear Mrs Mitchell

I am writting asking for the Choral club Monday night - Dec - 11 - 39. This engagement is not for World Service. The proceeds will be turned over to the school. and a reciept will be given me.

Please let me hear from you soon

respectfully yours
(Rev) Thos. A Huger

Approve

HENRY HOLT AND COMPANY
INCORPORATED
PUBLISHERS
COLLEGE DEPARTMENT
257 FOURTH AVENUE, NEW YORK

Thank them
Tell them the desk copy
is for Mr.
Lansdowne

October 5, 1939

Bethune-Cookman College
Daytona Beach
Florida

Attention - Mr. B. L. Mitchell
Business Manager

Gentlemen:

In reply to your request of September 28, we have referred to your order No. 42 and find that this called for 16 copies of Pargment INITIATION A LA LANGUE FRANCAISE. We have therefore sent one desk copy of this text for the use of the teacher in the course. Are we to understand that the teacher is Mr. Lansdowne? We should like to have this information so that our records may be complete.

Very truly yours,

HENRY HOLT AND COMPANY

HDL

Stu'

Clearwater Fla.
Oct. 12 - 1939.

To the Busness Magager,
Bethune Cookman College,
Daytona Beach, Fla

R5417

Find enclosed $25.00
twenty-five dollars for Juanita Martin's 2nd, month's expenses.
Please send receipt for same.

Sincerely
(Mrs.) C. R. Martin

BONDS STOCK CERTIFICATES AND SECURITIES ENGRAVED ACCORDING TO STOCK EXCHANGE REQUIREMENTS

E. A. WRIGHT COMPANY
ESTABLISHED 1872
BANK NOTE AND GENERAL ENGRAVERS
PRINTERS·LITHOGRAPHERS·STATIONERS
2545 NORTH BROAD STREET
PHILADELPHIA

Dean
Bragg
Please advise

October 17, 1939.

Mr. B. L. Mitchell, Bursar,
Bethune-Cookman College,
Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Sir:

With the prevailing unsettled conditions, we are most anxious to arrange for materials necessary for the production of your diplomas.

May we have at this time the approximate maximum quantity for the diplomas you will require? This will enable us to enter your order and provide for your needs.

The co-operation extended in the past has been most helpful and we wish to give your order prompt attention.

Only the quantity is needed at this time. Marked in the space below and mailed in the enclosed return envelope, no letter or postage is necessary.

Please accept our thanks for your assistance.

Very truly yours,

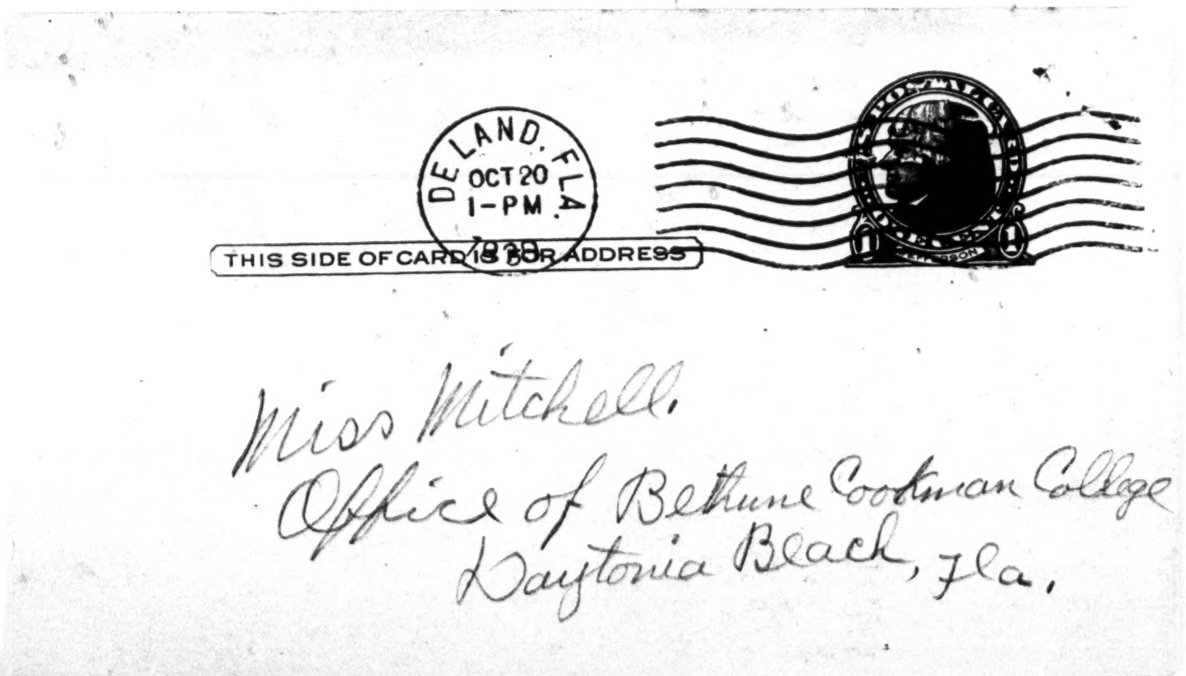
E. A. WRIGHT COMPANY

S. P. Bickel
Manager of Department

S.P.Bickel-h
Enc.

Estimated
Maximum
Quantity _________

SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE



DE LAND, FLA.
OCT 20
1-PM
1938

THIS SIDE OF CARD IS FOR ADDRESS

Miss Mitchell.
Office of Bethune Cookman College
Daytonia Beach, Fla.

Rt. 2. Box 4, Deland Fla.
Oct. 19, 1939.

Dear Mr. Mitchell.

I am writing for information about my Son, "Tom Mitchell". Tom wrote that What we had paid was for the Month of Sept. Tom entered school Oct. 2. and his Dad paid $1.00 for late entering. Did the $20.00 pay for entering fee and Oct. Please advise me at once as Rev. Mitchell is out of town. Please don't send Tom away before explaining this to us, will send blank, signed as soon as Rev. come home.

Mrs. W. H. Mitchell.

347 W. Boundary St.,
Gainesville, Fla.

Oct. 20, 1939.

Mrs. B. L. Mitchell, Secy,
B. C. College,
Daytona Beach, Fla.

Dear Mrs. Mitchell:-

Please enter in Day Book and acknowledge

Enclosed is a check from Rev. R. H. DeBose, pastor of the Reddick charge. Please send voucher to me.

Cordially yours,

J. B. Cook, D. S.
Gainesville-Ocala District
Florida Conference

PURITAN CHEMICAL COMPANY
MANUFACTURERS
PURIPINE CLEANSER
LINOLEUM CLEANER
LIQUID SOAPS
JELLY SOAPS
METAL POLISH
PURITOR BLOCKS
CRYSTALS
PERFUME SPRAYS
ROUNDHEADS
CANNED PLUMBER
DISINFECTANTS
LARVAECIDES
WEED KILLER
PINK POWDER
POLISHES
ROACH POWDER
INSECTICIDES
FLOOR OILS
SWEEPING COMPOUNDS
MISCELLANEOUS
ATLANTA, GA.

October 21, 1939

Miss B. L. Mitchell, Business Manager
Bethune-Cookman College
Daytona Beach, Florida

August 13, 1937 Invoice $45.00

Dear Miss Mitchell;

We are attaching hereto, duplicate of our invoice No. G 9371 of August 13, 1937 for $45.00 covering balance left for thirty gallons Black Beauty Disinfectant.

We will sincerely appreciate your check for $45.00 to cover this.

Thanking you for your kindness in this matter, we are with best wishes and kindest personal regards,

Yours very truly,

PURITAN CHEMICAL COMPANY

M. A. Feldman

M. A. FELDMAN
VICE PRESIDENT

MAF:ST

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

Mrs. Mitchell.

JOHNSON C. SMITH UNIVERSITY
CHARLOTTE, NORTH CAROLINA

OFFICE OF THE DEAN

Bard -
Dones -
Brown -
Duanes

October 23, 1939

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona-Beach, Florida

Dear Miss Mitchell:-

It was our plan to hold our Commission meeting on October 26th and 27th. However, this day conflicted with a number of the members and we were forced to change the dates to Thursday and Friday, November 2nd and 3rd. Our meeting will begin at 2:00 o'clock Thursday afternoon and we hope to be through sometime Friday afternoon. The reason I had not answered sooner was due to the fact that I was waiting to get final replies before writing to you in order to let you know the full details in the matter.

The Commission is composed of twelve men. Of this number, eleven will perhaps be there. My mother is making the trip with me. Will you please arrange a suitable place for her to stay. I will take care of all of her expenses.

Those who are planning to attend are as follows: Dr. W.T.B. Williams, Tuskegee Institute; Dean J.T. Cater, Talladega College; Mr. W.W. Stewart, Southern University; Mr. J.P. Whittaker, Atlanta University; Mr. A.L. Kidd, Florida A. & M. College; Mr. A.L. Turner, Tuskegee Institute; Mr. W.J. Davenport, Chattanooga, Tennessee; Mr. J.A. Tarpley, Greensboro, N.C. and Dean A.A. Taylor of Fisk University.

Very truly yours,

T.E. McKinney, Chairman
Commission on Higher
Institutions

TEMcK/a

File

Accredited by the State Department of Education and Southern Association of Colleges and Secondary Schools

BOOKER T. WASHINGTON JUNIOR-SENIOR HIGH SCHOOL

S. MEREDITH MOSELEY, Principal

1200 N.W. Sixth Avenue

Office of the Principal · Miami, Florida · Phone 3-2953

October
24
1939

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Kindly accept my apology in not answering your letter at an earlier date.

Your offer is highly appreciated and I am recommending the following boys: Emerson Mason, 1803 Northwest Fifth Court, Richard Brown, 218 Northwest Fourteenth Terrace and John Howell.

Project closed two weeks ago

Howell is here and a member of this group.

These boys are among some of our best represented students and have a very good scholastic standing.

Very respectfully yours,

S. Meredith Moseley

S. Meredith Moseley, Principal

SMM/d

BOOKER T. WASHINGTON JUNIOR HIGH SCHOOL

SUNSET THROUGH THE PALMS, FLORIDA

520-13th Avenue
Bradenton, Florida
October 26, 1939

Miss Bertha L. Mitchell
Secretary - Business Manager
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Mitchell

Thanks very kindly for all of the information concerning Tom W. Mitchell. I shall assure you that his payments will be prompt hereafter. They will be made between the 12th and 16th of each month.

Very truly yours,
A. L. Mitchell

YMCA BUILDING
N.Y. WORLD'S FAIR
YMCA

YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE CITY OF NEW YORK
HARLEM BRANCH
180 West 135th Street, New York, N. Y.
MEMBER CORRESPONDENCE

Oct. 27, 1939

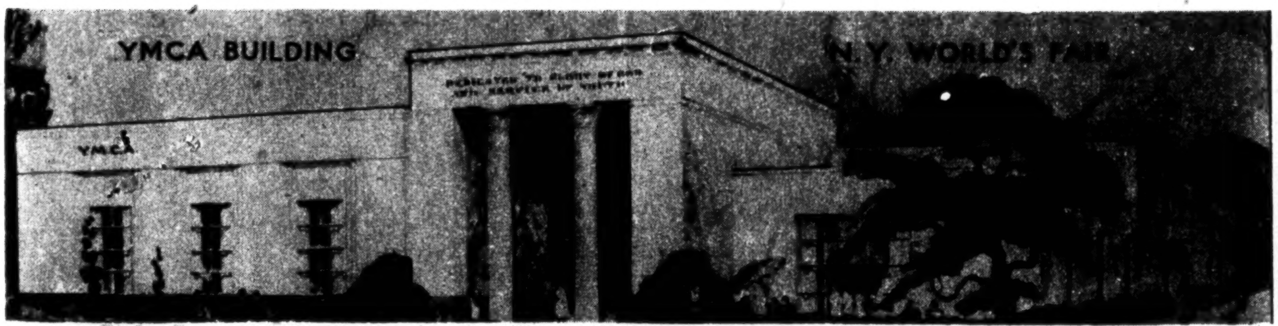
Bethune-Cookman College
Daytona Beach, Florida
Attention: Mrs. Mitchell

Dear Mrs. Mitchell:

In spare time I have just about restored your film. Cleaned it, repaired broken sprocket holes, and re-edited it. No charges for my services. Also screened the films twice for Mrs. Belden at Bethune Club meetings.

Now I am ready to insert the new titles which were sorely needed. The titles

© N.Y.W.F.
VISIT THE YMCA BUILDING AT THE NEW YORK WORLD'S FAIR



YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE CITY OF NEW YORK
HARLEM BRANCH
180 West 135th Street, New York, N. Y.
MEMBER CORRESPONDENCE

2.

cost is $7.85, which I have ordered. They are now ready. Will you please send me check immediately to pay for the titles? I re-iterate, no fee for my services.

Will you also please let me know where I can reach Mrs. Bethune via mail next week?

Thanking you in advance,
Very truly yours,

J. Richardson Jones

©N.Y.W.F.
VISIT THE YMCA BUILDING AT THE NEW YORK WORLD'S FAIR

JOHNSON C. SMITH UNIVERSITY
CHARLOTTE, NORTH CAROLINA

OFFICE OF THE DEAN

Sure!
Please
[illegible] Pres. Bond
Dean L.
Miss Dorsey

October 30, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:-

This is to remind you of the meeting of the Commission on Higher Institutions of the Association of Colleges and Secondary Schools for Negroes, at your institution on Thursday November 2nd and Friday, November 3rd.

It is expected that the meeting will begin at 2:00 P.M. Most of the men perhaps may arrive in time for lunch.

The names which I sent to you represent those who will be present, with the exception of Mr. A.L. Turner. I have had no definite word from the rest that they will not be present.

Looking forward to seeing you, I am

Very truly yours,

T. E. McKinney

T.E. McKinney, Chairman
Commission on Higher
Institutions

TEMcK/a

B
M
J

2708 17th Avenue
Tampa, Florida
November 4, 1939

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

My sister, Edna, wants to come to Bethune-Cookman to do her junior college work. I have written to Dean Bond concerning the academic side and now I am writing you concerning the business end of the matter. It is Edna's plan to enter Monday morning November 13. I should like to know, Mrs. Mitchell, if it is possable for her to get aid from the college in order to be able to stay there at the college until her work is completed. Edna has been teaching in the WPA Nursery School set-up here in Tampa. Well, she was let out due to the new Act that was passed some months ago. With the experience she has had, I am sure that she could fit into your program there very well. I am asking, please, that you look into the matter and see just what aid could be given to her.

Please advise as to what arrangements might be made.

With best wishes to you and my many friends there at the college, I am,

Yours sincerely,

Bernard Milton Jones
Bernard Milton Jones

P.S.
When will Mrs. Bethune be in the state?

Clearwater Fla.
Nov. 8- 1939.

To the Business Manager
Bethune Cookman College

AR 6087

Find enclosed $35-00 thirty-five dollars for Juanita Martin's board etc. Please send receipt for same.

Sincerely
W. B. Martin

BONDS STOCK CERTIFICATES AND SECURITIES
ENGRAVED ACCORDING TO
STOCK EXCHANGE
REQUIREMENTS

Ans.

File under
E A Wright Co
Correspondence

E. A. WRIGHT COMPANY
ESTABLISHED 1872
BANK NOTE AND GENERAL ENGRAVERS
PRINTERS · LITHOGRAPHERS · STATIONERS
2545 NORTH BROAD STREET
PHILADELPHIA

November 8, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Bertha L. Mitchell, Sec'y.
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Thank you for your October 27th letter relative to Diploma requirements.

We are glad to enclose formal acknowledgment of the order for a total of approximately

135 . . . . $2.20 per set
(including engrossing)

as agreed last year.

It will be a pleasure to receive at your earliest convenience the division of the quantity between College and High School diplomas, and we assure you that all details of the work will have careful attention in appreciation of your many courtesies.

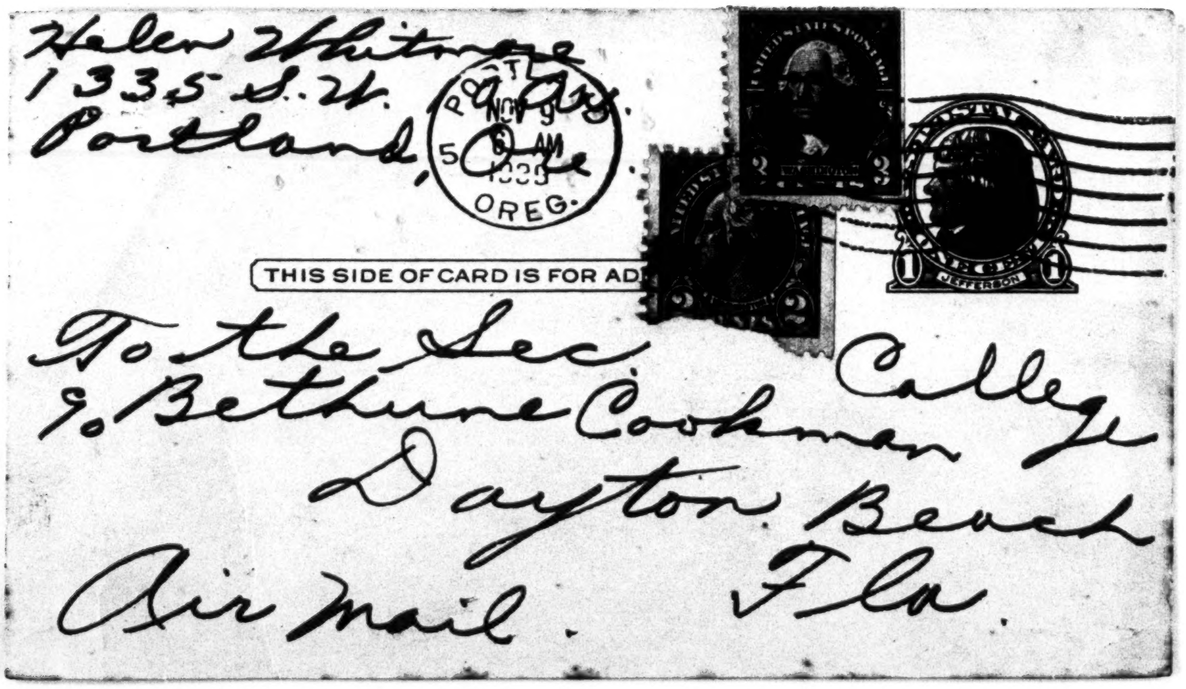
Very truly yours,

E. A. WRIGHT COMPANY
S. P. Bickel
Manager of Department

S.P.Bickel-h
enc.

E.A.WRIGHT BUILDING

SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE



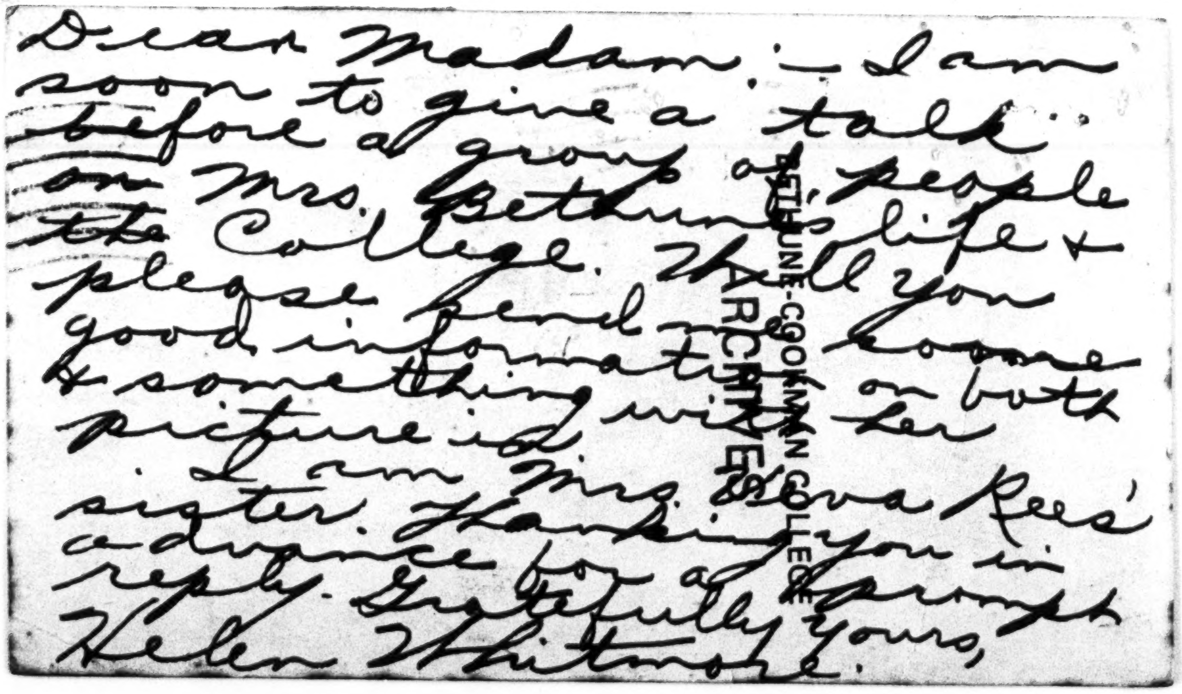
Helen Whitmore
1335 S.W. 9 Av.
Portland, Ore.

PORTLAND
NOV 9
6 AM
1939
5
OREG.

THIS SIDE OF CARD IS FOR AD

To the Sec
% Bethune Cookman College
Dayton Beach
Fla.
Air mail.

UNITED STATES POSTAGE
2
WASHINGTON
2
1
JEFFERSON
1



Dear Madam:— I am
soon to give a talk
before a group of people
on Mrs. Bethune's life &
the College. Will you
please send me some
good information on both
& something with her
picture id.
I am Mrs. Eva Rees'
sister. Thanking you in
advance for a prompt
reply. Gratefully yours,
Helen Whitmore.

Clearwater Fla.
Nov. 9-1939.

To the Business Manager
Bethune Cookman College
Daytona Beach, Fla.

Find enclosed ($25-00) twenty-five dollars for Juanita Martin's board etc.

Sincerely
Mrs. C.R. Martin

Receipt
#5635
11/10/39

PURITAN CHEMICAL COMPANY
MANUFACTURERS

PURIPINE CLEANSER
LINOLEUM CLEANER
LIQUID SOAPS
JELLY SOAPS
METAL POLISH
PURITOR BLOCKS
CRYSTALS
PERFUME SPRAYS
ROUNDHEADS
CANNED PLUMBER

DISINFECTANTS
LARVAECIDES
WEED KILLER
PINK POWDER
POLISHES
ROACH POWDER
INSECTICIDES
FLOOR OILS
SWEEPING COMPOUNDS
MISCELLANEOUS

ATLANTA, GA.

Handled,
by Mr. Siebert
Dec. 14-1939.

November 14, 1939

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We have your letter of November 9 addressed to the attention of Mr. M. A. Feldman, who will be out of the city for another week.

As requested in your letter, we are attaching duplicate itemized invoices covering your open account including the invoice of August 13, 1937 for $45.00 which we have marked "As of November 1, 1939". Also, attached is a statement covering these invoices attached. They total $621.36 and this is all that you owe. You will note that we have shown an October 18 invoice for your convenience, and is not yet due.

We trust that we have given you all the information necessary to complete your records, but if there is any further information or invoices you need, just advise and we will be glad to do it.

$168.59
material
refund—

With best wishes, we are

Yours very truly,

PURITAN CHEMICAL COMPANY

S. E. Thrasher

CREDIT MANAGER

T

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

November 16, 1939

Miss Bertha L. Mitchell, Director of Publicity
The Advocate
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

This is to ask you to fill out the enclosed newspaper and periodical questionnaire and to return it to the Bureau of the Census. The requested information is needed to prepare "Negro Newspapers and Periodicals in the United States" — a publication which this Bureau distributes annually to advertisers, newspapermen, educators, and other interested persons.

Please comply with this request today. Delay will prevent us from making "Negro Newspapers and Periodicals in the United States" available before we have to give our undivided attention to the several censuses which this Bureau will take in 1940. Prompt cooperation will enable us to inform the public as to the progress made by Negro newspapers since 1938.

We enclose, for the return of the questionnaire, an official envelope which requires no postage.

Very truly yours,

Joseph R. Houchins
Acting Specialist,
Negro Statistics

jrh:bh
Encl.

G. D. ROGERS
PRESIDENT

C. BLYTHE ANDREWS
SECRETARY-TREASURER

N. H. MARTIN
COMPTROLLER-MANAGER

CENTRAL LIFE INSURANCE CO
CENTRAL LIFE INSURANCE CO

CENTRAL LIFE INSURANCE COMPANY
PROTECTION
TAMPA, FLORIDA

HOME OFFICE: 1416 N. BOULEVARD
BOX 1092
TELEPHONE H 3035

November 18, 1939.

Mrs. Bertha L. Mitchell
Bethune Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I have had an opportunity to contact the teacher in the Home economic department of the Bradenton high school and she wishes me to state that December 8th is the day on which they would like to visit the institution there. She wish that I find out definitely if the bus that has a capacity of 30 passengers could take on 40 as she had previously arranged to carry as many as she carried last year. In other words 40 had planned to go just as they did last year when they secured the bus from the Florida Motor Lines which was $3.00 each. So far as I know now, if the date of December 8th can be set up I will arrange for the trip to be made and advise you what time the bus will be expected here to make the trip.

I wish to thank you also for your letter this morning inclosing statement of the Endowment Fund.

Say "Hello" to Johnnye and with best wishes to you and the student body, also faculty, I am

Sincerely yours,

G. D. Rogers

G. D. Rogers
PRESIDENT

GDR-ha

Receipt 5718 11/20/39

De Land, Fla,
Nov, 12, 1939

Mrs B. L. Mitchell

I am sending $5.00 on Azora's Board. please let me know, if her N.Y.A. scholarship has been raised.

I realy am sorry to not be able to send but such little amount on her board at a time. But I am doing my best and I do thank you all for being so patient with me. For I feel it is worrisome.

Again a thank you all
Truly yours
Helen McCormick

over

WOODSTOCK TYPEWRITER COMPANY
General Offices and Factory
WOODSTOCK, ILLINOIS

November 20, 1939

Bethune-Cookman College
Daytona Beach, Florida

Gentlemen:

In reviewing our accounts I find that your account reflecting a balance of $106.50 is due in the amount of $27.50 the balance on February 14, 1936 invoice covering machine # 517685.

Will you kindly arrange to settle this old amount without further delay as we are anxious to balance your account.

Your check for the overdue will be appreciated and to our mutual benefit. We are enclosing return envelope for your further convenience.

Very truly yours,

G Merrell

L. G. Merrell
Accounting Department.

LGM:m

B
M
J

8th

2708 17th Avenue
Tampa, Florida
November 21, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

On my return from Daytona Beach I found your letter to me concerning my sister's coming to Bethune-Cookman College. Thank you very much.

Dean Bond advised that my sister, Edna, should come on the opening of the second quarter, December 8. At that time she will be there. I should appreciate any aid that you will be able to give to her.

Again, I thank you for the courtesy of your fine letter.

With best wishes to you and the school family, I am,

Yours sincerely,

Bernard Milton Jones

Bernard Milton Jones

1517½ Elmore Avenue, So.
St. Petersburg, Florida
November 28, 1939

My dear Mrs. Mitchell,

I am very anxious to get employment on the local Housing Project. Will you please use your influence and give me the necessary information concerning the project?

I am almost at a stand-still here. I do feel that I can serve better if I could find employment outside of a public school. It keeps a fellow cramp and he is not able, or I should have said, can't express himself because the fear of his job. I feel now and I will always feel that I need Bethune-Cookman College. I believe I could contribute something to my school and the community if I an fortunate enough to get employment in Daytona Beach.

Will you write Mrs. Bethune for me and send me her address?

Yours truly,

J. K. Neal

General

F.A. and M. College
Tallahassee, Florida
December 2, 1939

Mrs. L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

In the Fall of 1935 I served in the N.Y.A. Camp for Unemployed Women which was held at Bethune-Cookman College. My work was that of House Director and instructor of Arts and Crafts and Dietition.

I have recently been recommended for appointment in an N.Y.A. project underway in Alabama. Along with my application I was asked to secure several recommendations from individuals with whom I have worked.

I would like very much to secure a recommendation from Mrs. Bethune, should she feel that the work I did at the Camp there is worthy of such mention.

I realize Mrs. Bethune is quite busy and probably is not in the State therefore I am writing to you with the hope that it is possible to secure the above mentioned through you.

I would like this at your earliest convenience if possible.

Thanking you in advance and with kindest regards, I am

Yours very truly,

Arthenia L. Turner

DeLand Fla.

Dec. 7, 1939

Dear Mrs Mitchell, I am sending $4.00 on Alzoras board. I thought I would have been able to pay the balance to day but am unable I hope Alzora have heard from her Aunt by this time she is the one that perswaded her to go this term with the promise of paying the most. I am axious for her to remain in school if I can Keep up. I am expecting a better paying job After Xmas

And I think I can keep up if her Scholarship is raised I am sure you will do what you can along that line for her. Thanking you in advance.

I remain yours
Helen McCormick

$23.00 nya
-10.00
13.00
Pd 25.00

Student
Letter of application

1706 Prince Street
Jacksonville, Florida
December 7, 1939

Mrs. B. L. Mitchel
Daytona Beach, Florida

Dear Sirs:

I am a student of La Villa park School, Seventh Grade.

Will you please send me the Byorgraphy of Mrs. Mary Mc Leod Bethune that will make my Composition more interesting. Send it right away, before Monday.

Thanking you in advance, I am
yours truly,
Louvenia Macon
C/o Mrs. S. E. Brooks

Trustees

DeLand, Fla., Dec. 14, 1939.

Bethune-Cookman College,
Daytona Beach, Fla.,

Att.: Mrs. Mitchell.

Regarding the old Chickering grand piano now in the basement of the college, it occurred to me that it might be profitable both to the college and myself to exchange services (tuning and repairs on all of the other pianos) for this old piano.

In its present condition it is worthless to anyone. To put it in good shape would necessitate an outlay of about two-hundred dollars. I could take it, and, in my spare time, over a period of a year or so, rebuild it eventually get a fair return for material and time spent.

In exchange for this piano I will give services, including all necessary materials, to the amount ~~ff~~ of fifty dollars ($50.00), provided this sum is called for within a period of not more than two years, and, that it apply only to the pianos in the college. It would not cover damage by fire, water, or otherwise than ordinary wear and tare in regular use.

If this meets with your approval, would be glad to start contract at any time you designate.

Very truly yours,

Heaven

Box 983
Phone 871

Student

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
Abram L. Simpson, *Acting President*
William M. Cobb, *Treasurer*

December 20, 1939

Dear Mrs. Mitchell

In as much as I am a work student, I thought that it would be proper that I inform you that I plan to leave the week-end, in order to spend Xmas Day with my parents. I have informed Mr. Baldwin.

Yours truly,
Elijah J. Nelson, Jr.

General

Fisk University
Nashville, Tennessee

DEPARTMENT OF
SOCIAL SCIENCE

December 22, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Bertha L. Mitchell
Secretary to Mrs. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

I am very happy to send you the enclosed clipping from THE CHICAGO DEFENDER of September 20, 1930. Your recollection was quite correct. We do have on hand several of these clippings on Ida. M. Tarbell's selection of fifty foremost women of the United States.

Season's greetings.

Very sincerely yours,
Estella H. Scott
Estella H. Scott
Acting Departmental Secretary

s.
enc:1

602 Campbell St.
Daytona Beach
Fla
Dec. 28, 1939

Appl

Mrs. B. L. Mitchul
Bethune Cookman college
Daytona Beach Fla

Dear Mrs Mitchul

Please accept this letter as an appication for a job as errand boy in your office

I have never had a job before but I like to work. I will be glad to work every day from 3:00 oclock until your office close. I am not asking for any money but will be glade of any little tip you might give me. If you dont need me in your office I will be glade to work in any place as errand boy.

Thank you for what you can do for me.

Allen Belton

For Mr. Dean
return for
files

Sen,

Orange Bowl Committee
POST OFFICE DRAWER 4261
Miami, Florida

December 27, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Thank you very much for your letter of December 24th. It is with genuine regret that the Orange Bowl Committee is unable to supply you with tickets.

Unfortunately, our stands are sold to capacity each year, and until we have sufficient money to enlarge them, it will be impossible to arrange a seating space for our colored friends.

Thanking you for your kind letter, and regretting our inability to accommodate you, I am

Very truly yours,

Myron S. Greentree

Myron S. Greentree
Director, Ticket Sale

MSG:ML

Special Correspondence: Mitchell, Bertha (Outgoing) Jan. -

memo

Bethune-Cookman College,
Daytona Beach, Florida.
January 3, 1939.

MEMO to

Mr. Simpson
Dean Bond
Mrs. Davis
Mr. Van Poole
Mr. F. R. Taylor

ROBERT TILLMAN, one of the special NYA project boys, has been working in the Dining Hall for some weeks because we needed the services of an additional waiter.

Today B. J. MARTIN is being assigned to this work and Tillman will resume his work on the special project.

This transfer will be effective Wednesday morning, January 4th.

Student Aid Committee,

Secretary.

(Copies to Robert Tillman
and B. J. Martin)

Student

January 3, 1939.

Mr. Ismael L. Fleming
295 West 150th Street, Apartment 51,
New York City

Dear Mr. Fleming:

Thank you very much for your letter of December 29th.

We should be very happy to have you enter Bethune-Cookman College. We operate our academic work on a quarter basis, and the second quarter has started. We would have to know your classification before we could advise you relative to entering the third quarter, which begins in March.

All student aid for this year has been allocated. If you will file your application in the early summer we would be glad to consider it for 1939-40, in relation to the limited amount we have available for aid and the number of applications we receive.

Meanwhile, it may be well, if you wish to consider entering this year, to communicate with our Dean, Mr. James A. Bond, stating your classification and the school previously attended, in order that he may write you of the possibility of your being accepted this year. If you should enter, you would have to come as a regular pay student.

We enclose Bulletin of Information for prospective students.

Sincerely yours,

Secretary, Student Aid.

1 enclosure

January 11, 1939.

Miss Johnnie Mae Kings,
Camilla, Georgia.

Dear Miss Kings:

Your letter of January 8th has been referred to me for reply.

We sympathize with your ambition for further educational training and wish very much that we might offer you some work in Bethune-Cookman College, to help you realize this ambition. We have a limited amount of student aid, however, and this aid, together with the allotment from the National Youth Administration, is usually allocated before the opening of the Fall term. Last year we had received so many applications from worthy Florida students that we were unable to give favorable consideration to any out-of-State applicants.

If, however, you will send in your application for aid next year, and we find that we can consider you, we will be very glad to do so. You should send in your application by August 1st, 1939.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

Student

January 16,1939.

Mrs. Lillian Simmons Kemp
527 Northwest 13th Street
Miami, Florida

My dear Mrs. Kemp:

Your letter of January 9th, sent to Dean Bond, has been referred to our Student Aid Committee.

We have very little work to offer students during the summer session. There are a few jobs in the dormitory and dining room which give a little help on a student's expenses, but the larger portion of each student's expenses must be paid in cash. Unfortunately, we cannot tell just what work will be available until a week or two before the opening of the session, when we will be able to determine the probable enrollment.

We regret that we cannot write you more encouragingly at this time. If you will communicate with us again about two weeks before the opening of the summer school, we will be able to give you definite word concerning part-time help.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

Student

January 16, 1939.

Miss Esther Barclay,
707 Magnolia Street,
Atlanta, Georgia.

Dear Miss Barclay:

Thank you very much for your letter of January 12th.

We have noted your desire to enter Bethune-Cookman College as a special work student, working for one year, and enrolling the next for class work.

We do not accept applications for this type of work until the summer preceding the year when the student desires to serve. If, therefore, you will make application for the work opportunity during 1939-40, during the month of July or August, 1939, we will be glad to give you all possible consideration.

With best wishes,

Sincerely yours,

Secretary, Student Aid Committee.

1 enc.

memo

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Inter-Office Communication

January 17 - - 19 39

To - **Mr. Simpson**

From

Mrs. Meigs has just called, stating that she has received a telegram from Cleveland relative to Mr. Meares, the purchaser of the Holly Hill house. The telegram stated that he is thoroughly trustworthy and has been employed by the steamship company there for a number of years. They have found him very satisfactory and very trustworthy.

Mrs. Meigs stated also that she is changing the date of the Advisory Board meeting to JANUARY 24th - TUESDAY.

----------- M.

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Inter - Office Communication

January 25 - 1939

To - Miss Marie Joe Brown

From

Mrs. Bethune has asked me to give you the following addresses:

Miss Rosalie Singleton
408 South Dearborn Street
Mobile, Alabama

President H. Council Trenholm
Alabama State Teachers College
Montgomery, Alabama

Mrs. Margaret Davis Bowen, Principal
Gilbert Academy
New Orleans, Louisiana

She asked me also to send you the enclosed check.

Bertha L. Mitchell.

January 28, 1939.

Mr. R. H. Merrell
Postoffice Box 830
Daytona Beach, Florida

Dear Mr. Merrell:

One of the methods we employ to help relieve Mrs. Bethune of the great task of finding funds for the maintenance of Bethune-Cookman is an "Annual Students and Teachers' Rally." The enclosed leaflet will give you an idea of this effort.

We are constantly trying to find new friends to give us of their influence and means, and we double our efforts in this direction, during the period of the Rally. We knew of your interest in the work and for this reason I am sending this note to request your aid in the Rally. Donations of any size are so gratefully received. Mrs. Bethune receives so much encouragement from the support of Daytona Beach friends and it would make her very happy to know that your name is included in the list of contributing friends.

Wont you come out to our Community meeting some Sunday afternoon at three o'clock? We have a most interesting musical program and I feel sure you would enjoy it.

Sincerely yours,

Office Director.

encs.

January 31, 1939.

Mrs. Dorothy B. Thurston,
Halifax District Hospital,
Lake Shore Drive,
Daytona Beach, Florida.

Dear Miss Thurston:

One of the methods we employ to help relieve Mrs. Bethune of the great task of raising funds for the maintenance of Bethune-Cookman College is an "Annual Students and Teachers' Rally." The enclosed leaflet will give you an idea of this effort.

During the period of the Rally we double our usual efforts to find new friends to help us with their influence and their means, to ask old friends to revive their interest and confidence.

We know of your interest in the College and we request its continuance. We are now in the midst of our 1939 Rally and would greatly appreciate your aid. Donations made payable to the College, in any amount, will be gratefully received. They will bring so much encouragement to Mrs. Bethune, as well as aid to the school. Please permit us to include your name on the list of contributing friends.

May we extend to you and your staff a cordial invitation to attend some of our Sunday afternoon Community meetings. A very entertaining musical program is given, and we feel that you would enjoy them.

Sincerely yours,

Office Director.

January 31, 1939.

Mr. Paul W. Harvey, Attorney,
223 Orange Avenue,
Daytona Beach, Florida.

Dear Mr. Harvey:

One of the methods we employ to help relieve Mrs. Bethune of the great task of raising funds for the maintenance of Bethune-Cookman is an "Annual Students and Teachers Rally." The enclosed leaflet will give you an idea of this effort.

We are constantly trying to find new friends to give us of their influence and means, and we double our efforts in this direction, during the period of the Rally.

We know of your interest in the College and in Mrs. Bethune and for this reason I am requesting your aid in this year's Rally, which is now being carried on. Donations made payable to the College, in any amount, are so gratefully received. They bring encouragement to Mrs. Bethune as well as help to the school. Please permit us to include your name on the list of contributing friends.

May we extend to you and Mrs.Harvey a cordial invitation to attend some of our Sunday afternoon community meetings. A very entertaining musical program is offered and we feel that you would enjoy it.

Sincerely yours,

Office Director.

January 31, 1939.

Attorney Thomas N. Tappy,
134½ South Beach Street,
Daytona Beach, Florida.

My dear Mr. Tappy:

One of the methods we employ to help relieve Mrs. Bethune of the great task of raising funds for the maintenance of Bethune-Cookman College is an "Annual Students and Teachers Rally." The enclosed leaflet will give you an idea of this effort.

During the period of the Rally, we double our efforts to find new friends to give us of their means and influence, and ask old friends to help us also.

We know of your interest in the College and request its continuance. We would deeply appreciate your aid in this year's Rally, which is now being carried on. Donations made payable to the College, in any amount, will be gratefully received. They will bring so much encouragement, such heartening stimulus to Mrs. Bethune, as well as help to the school. Please permit us to include your name on the list of contributing friends.

May we extend to you and Mrs. Tappy a cordial invitation to attend some of our Sunday afternoon community meetings. A very entertaining musical program is offered and we feel that you would enjoy it.

Sincerely yours,

Office Director.

Student

January 31, 1939.

Mr. McArthur Stafford,
60 West 129th Street,
Apartment 6 D,
New York City.

Dear Mr. Stafford:

Your letter of January 30th to President Bethune has been referred to this office for reply.

May I say that all opportunities for student aid for this year have been allocated. We will receive new applications for help during the 1939-40 scholastic year in June or July and will act upon them in August.

This year we had so many applications from needy, worthy students of Florida that we were unable to help any out-of-state students. However, we advise you to send in your application in the summer and if we can give you favorable consideration we will so notify you.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

February 1, 1939.

Mr. Clarence Kyles,
1216 North 8th Avenue,
Pensacola, Florida.

Dear Mr. Kyles:

Thank you very much for your letter of January 28th.

We use our very best judgment in the allocation of aid to worthy, needy students. We are unable to state, however, that we will be able to allow you aid next year. We will be glad to receive your application for aid in July and will act upon it, with others received, in August. We regret that there are very few summer jobs available and these are usually allowed the summer school students.

May I assure you, however, that we will give you all possible consideration for the regular session, in relation to your ambition and your need.

Sincerely yours,

Secretary, Student Aid.

1 enclosure

Student folder /

February 9, 1939

My dear Johnye,

I have just received your letter and I have read it with great appreciation. I think it has done more for me mentally than all the medicine the Doctor has given me this week. I am so happy that you are wise enough and fair enough to see your own error, and to concede to such an adjustment as has been issued out to you. The person who will face his errors with a conscious effort to correct them, has great promise in life.

I think you, Johnye, would feel that we conducted a very poor school here, with a very poor director of women, if we did not check up on things erroneous and harmful to our girls and students at large.

We have Miss Jackson because we believe she is sufficiently trained to do the type of work we want done. She is conscientious, fair with every girl. If the girls would only cooperate with her in trying to carry out the ordinances that are laid down, not by her, but by me, in the Dormitory, Curtis Hall would be a happy home. I am disgusted with all these petitions and cliques to break up the spirit and the moral standard of the entire campus. I am more sorry than you Johnye, that you bolted the ordinances given to you for whatever conduct Miss Jackson deemed unwise for you. We are simply trying to help you and all the girls who have comitted errors

I have not lost confidence in you. I hope some day that you may be a far more useful woman that I have been able to become, because of the splendid opportunity you have. I shall depend upon you for a fine leadership and example in all things good. I hope that there shall be no further need for any restriction on you because of conduct.

As soon as I am better, I shall be very happy to see all of my beautiful girls again, on our beautiful campus.

God bless you and all the others.

Sincerely yours,

Singers Engagement

February 14, 1939.

Rev. Curinton
308 East Sixth Street
Sanford, Florida

Dear Rev. Curinton:

I talked with you yesterday concerning the possibility of our singers appearing in your church on February 24th, at eight o'clock.

I discussed the matter with our administrative group this morning, and also checked our engagement record. I find that the group has been to your church this season and in view of the fact that they are trying to fill engagements in as many different places this season, it does not seem advisable for us to have them give you a return engagement.

We hope that your work will continue successful. Please be assured of our gratitude for your cooperation with Bethune-Cookman's program. We hope to send our musical group to you again next year.

Sincerely yours,

Bertha L. Mitchell,
Office Director.

General

February 23, 1939

Mrs. E. M. Elliott
1033 County Street
Portsmouth, Virginia

Dear Mrs. Elliott:

As requested, I am enclosing a short Resume of the life of Mrs. Mary McLeod Bethune. I hope this is the desired information.

Very truly yours,

Office Director.

t

1 enclosure

General

February 24, 1939.

Mr. James H. Lewis,
The Afro-American Life Insurance Co.,
105 East Union Street,
Jacksonville, Florida.

Dear Mr. Lewis:

Mrs. Bethune sent a copy of our Amended Charter, in response to your request of February 17th. In filing your letter, it seems to me, however, that the information you desire has not been sent to you.

We enclose, therefore, copy of a telegram from the Clerk of the Circuit Court of Volusia County, which will give you the location of the filed charter, and the Book and Page Record. This copy will give you also a sort of history of our change of names and of charter.

With best wishes,

Very truly yours,

Secretary to Mrs. Bethune.

1 enclosure

MEMO CONCERNING BUSINESS OFFICE DETAILS.
BETHUNE COOKMAN COLLEGE FEB 28, 1939.

President M M Bethune
Miss May Getzendanner ✓

General Ledger:

This book will be found to be in Balance at the end of February and the adding machine slip for easy comparison was left in it for reference. The figures of the Feb 28 Trial Balance were carried forward and entered as the March First starting Trial Balance.

February first Trial Balance is also in Balance and a similar adding machine slip was left in the book for reference. It will be observed on Page 10 that the totals of all entries from each Journal to the general ledger have been entered and show that the entries are in balance.

IT SHOULD NEVER BE SO but if the Cash Deposited in a month fails to equal the Cash received the Actual Deposits should be listed under Assets-Cash- In Bank and the difference between that and the Receipts in "In TRANSIT" otherwise the Bank Reconciliation will fail to show up a shortage.

General Journal:

This book used for the purpose of recording changes of values between accounts and locations is essential to prove that there has been no unauthorized juggling for any purpose and also as a means of identifying such changes and why they were made when authorized appears to have been misplaced.

In doing the work of February I purchased a book and kept track in it of the various adjustments and corrections I made at that time . I suggest that it or a similar book is an essential in your work and particularly at an audit time.

Cash Book:

In the front of this book I have inserted for your use if desired or needed a work sheet I used in determining the fact and amount of the difference between the Cash received and the Cash Deposited to date.

It is my impression that some corrections or additions found the last two days I was there are not shown on it.

I am requesting that when deposits are entered in the Cash Receipts Journal they be entered beside the last Receipts they account for in order that the Cash as Received be definitely identified when it goes to the Bank.

The Comptroller of the Board of Education has ordered that in all schools the Receipts for each day be Journalized at the close of that day andthe Deposit be then made up.

With a green book keeper in the office I insisted that each Cash Receipts be entered not only in the Student Journal but also in the Cash Book. With Miss Getzendanner there the shorter method of entering each receipt in the Student Journal and a Total of the Receipts from Students daily in the Cash Book if she so desires.

Daily entry of the Disbursements for each day in the Cash Disbursement Journal would seem to be to be equally as desireable if the Daily Cash Report to the President is to be meaningful. It takes that report from a book where it can be checked at any time and elimintes unsupported reports requiring checking in several places for verification.

PAY ROLL JOURNAL-

It would appear to me that this Journal could and should be made up at some time during the month and be posted to the General Ledger and Accrued Salaries and Wages Ledger to save time after the month ends in making up your report and also to make the Accrued Salaries and Wages Ledger a complete and meaning ful record when consulted during the current month at any time.

PURCHASE JOURNAL-

The assembly of the papers and information for this book has been sadly neglected in the past and there were too many discrepancies between what we showed we owed and what the Statements we received from the dealers showed we owed. Where there appear to be any differences in this respect they should always be straightened out at once.

As far as I was able I entered on the Accounts Payable Ledger account the Address and Business and Phone number of the firms so that we might have this information in the place where its use might be required.

Particularly I am anxious that the process of entering the check number with which Accounts Payable were paid on the debit side of the accounts Payable Ledger.

It will be observed that the school carries two separate Accounts Payable listings---- Open Accounts---- and Contract Accounts. Even if we have special arrangements for paying on a budget plan we yet owe the full amount of our contract and that amount is to come from a Budget in the months ahead. I should like for this to be continued and kept up.

STUDENT JOURNAL-

This book is in my judgment not accurate. Tests made the last day I was there indicated that after all the times it has been corrected this year there yet serious arithmetical errors here and there through it.

I am asking that when these are located the corrections be made in the month they are now working in and not in the endless correction of by gone months.

Without any authorization on my parts and certainly against my better judgment the N Y A Students have been not included in the regular listings. This throws the book out of balance with the Control for this account and makes much unnecessary work. I believe that Miss Nixon understan this now and will discontinue this practice.

SUPPORTING PAPERS-

There have been provided two excellent steel files in the Business Office and some fine storage space beneath the Counter. In spite of this there is too much tendency just to pile records here and there on and under and in desks The files should be orderly and indexed for ready reference.

The file on Accounts Payable will be found in a folder at the front of the third drawer down in the file next to the window.

Myw work has been much hampered by lack of proper files and many valueable papers seem to be lost.

Bethune-Cookman College,
Daytona Beach, Florida.
March 3, 1939.

Mr. Simpson -

The Social Committee has just met and given permission for the Regular Student Social this evening. The College usually sponsors these monthly socials where dancing is permitted, to the extent of renting Mr. Engram's machine for the Music, and of giving the use of the auditorium.

May we secure Mr. Engram's maching for the entertainment this evening? I think the rental is three or four dollars.

Okay for charge.
Simpson

B. L. Mitchell, Secretary.

Bethune-Cookman College
Daytona Beach, Florida

March 8, 1939

MEMO to

Miss Charlotte L. Ford

Mrs. Bethune would like to have you announce at the Public Schools today the Cooking School to be held at Bethune-Cookman tomorrow (Thursday) afternoon, beginning at 2 o'clock. This is being sponsored by the News-Journal. Mrs. Bethune is especially eager to have the community people - as many as possible - present for this school. If the children can be instructed to tell their parents, it will be very helpful. Extend an invitation to teachers to be present also. Thank you.

B. L. Mitchell.

Bethune-Cookman College -

March 8, 1939.

MEMO

to

Mr. Simpson -

1 - I presume you know of the Cooking School, sponsored by the News-Journal, that is to be held here tomorrow (Thursday) afternoon, beginning at 2:30. I think it is to be held in the Auditorium. Mrs. Bethune requested that I call Mr. Ellzy to ask about the Stove and Icebox. I am expecting him to call me back in a short while. I imagine the News-Journal people will work on getting the necessary electric cable connected, or whatever is necessary to be done, to accomodate the electric stove.

2 - Mrs. Harley Jones' eightieth birthday is Sunday, March 12th. Mrs. Ranslow thought we, as a school, would want to know this. Perhaps we might acknowledge it with flowers, cards or something. What do you think?

3 - Miss Rhodes is inviting our faculty group, with wives or husbands, to visit hers' and Mrs. Cannon's gardens on Saturday afternoon. She would not want too large a group, but thirty or thirty-five would be welcomed. The group should come from about 4:30 on. Please announce. Mrs. Bethune would like faculty members to be encouraged to take advantage of this invitation as Miss Rhodes and Mrs. Cannon have very beautiful gardens. The group should go in the gate to Miss Rhodes' home and turn left to the garden.

B. L. Mitchell

Bethune-Cookman College,
Daytona Beach, Florida.

Marbh 9, 1939.

MEMO to Mr. Coleman -

Mrs. Bethune requests that you kindly begin writing some articles for the Advocate, in order that she may have them early next week.

She suggests that we ask Mrs. Cleveland for a brief article on the work and needs of the Library; that we ask Miss Ford for an article on the work of the Practice teachers, and the work of our teachers in the rural schools; that we secure a statement of the Student-Teacher Rally, to date. I am sending out notes for these articles.

B. L. Mitchell -

March 9, 1939.

Mrs. F. A. Ponder,
1313 Fifth Avenue, South,
St. Petersburg, Florida.

My dear Mrs. Ponder:

First of all, may we apologize for the long delay in replying to your letter. Mrs. Bethune has been unusually busy, and with the special Spring activities and now the preparations for the Testimonial Banquet, we have been literally "over our ears" in work.

Mrs. Bethune will try to see Mr. Weaver regarding Mr. Paul A. Edwards, when she goes to Washington. I am putting this notation on her Memo book.

We thank you for the remittances on the accounts of Alice, and of the scholarship girls, and enclose receipts for them.

We hope, Mrs. Ponder, that you will "talk up" the coming Testimonial Banquet for Mrs. Bethune, in Saint Petersburg. We are depending upon you and Dr. Ponder to bring a large crowd from there. It is going to be the biggest thing of the season. A letter has been sent to you. If you need other letters for other friends, just let me know. It will be all right, however, just to tell them of it and urge them to come up for this affair. It will be held on Friday evening, March 17th, at eight o'clock.

With very best wishes,

Sincerely yours,

Martha L. Mitchell.

Bethune-Cookman College

Daytona Beach, Florida

Mary McLeod Bethune, *President*
Abram L. Simpson, *Acting President*
William M. Cobb, *Treasurer*

March 21, 1939.

EXTRACT FROM EXECUTIVE BOARD MEETING.

On the motion of Mr. Snead, seconded by Dr. Graham, the executive board of the college passed the following motion: that McLeod Hall should be rebuilt as a temporary practice teaching building and the expense for same shall not exceed the amount of money in hand, the insurance and money donated for that purpo[illegible]

Secretary, Bethune Co[illegible] College.

March 22, 1939.

Mrs. H. A. Hunt,
Fort Valley, Georgia.

Dear Mrs. Hunt:

Your check for $1.00, to cover the membership fee of the Advisory Board, has been turned over to Mrs. Ranslow, who, in turn, will turn it over to the treasurer of their Board. I am sure you will hear from them regarding it.

With best wishes,

Sincerely yours,

Secretary.

Bethune-Cookman College
Daytona Beach, Florida

MARY McLEOD BETHUNE, *President*
ABRAM L. SIMPSON, *Acting President*
WILLIAM M. COBB, *Treasurer*

March 27, 1939.

Mrs. Emma Miller
225 South Monroe Street
Yazoo City, Mississippi

My dear Mrs. Miller:

Your letter of Thursday, March 23rd has been received in the absence of President Bethune from the office. She returned to Washington last Saturday. I am sending your letter to her there.

In order that we may make proper application of the check for $10.00, kindly let me know if it is to be applied to the College Endowment Fund, the Maintenance Fund, or to Mrs. Bethune, personally.

Mrs. Bethune's home address in Washington is 1812 Ninth Street, Northwest.

With best wishes,

Sincerely yours,
Bertha L. Mitchell
Secretary.

Dear Miss Mitchell
The $10.00 is to be applied to College
Endowment Fund. I had given $10.00
for myself and told Mrs. Bethune
it was for Mr. Miller sending something.
I knew she would understand is why.
I offered no explanation. I'm sending

a letter there for Mr Brown.
Please forward. Thank you.

I'm perfectly charmed with Bethune-Cookman and its people.

Very truly yours
Emma B. Miller

[illegible]

March 27, 1939.

Mrs. Emma Miller
225 South Monroe Street
Yazoo City, Mississippi

My dear Mrs. Miller:

Your letter of Thursday, March 23rd has been received in the absence of President Bethune from the office. She returned to Washington last Saturday. I am sending your letter to her there.

In order that we may make proper application of the check for $10.00, kindly let me know if it is to be applied to the College Endowment Fund, the Maintenance Fund, or to Mrs. Bethune, personally.

Mrs. Bethune's home address in Washington is 1812 Ninth Street, Northwest.

With best wishes,

Sincerely yours,

Secretary.

March 29, 1939.

Faculty

Mr. H. N. Johnson,
Bethune-Cookman College.

Dear Mr. Johnson:

Mr. Weaver, of the Athletic Department of the Daytona Book Store, has again called my attention to delinquency in payments on some of the Basketball warm-up suits. He states that you have not yet made the payment from the Atlanta Life Insurance Company; that Dr. Slack claims to have paid you one-half of the amount for the suit they are responsible for, which has not been paid the Book Store; that the Afro-American Life Insurance Company claims no responsibility for payment for a suit.

I should appreciate it if you would make satisfactory adjustment of these matters with the Book Store immediately. If the Atlanta Life Insurance Company check is payable to Bethune-Cookman College, please turn it in to me in order that it may be properly receipted and deposited and the College check can be sent to the Book Store.

It is very important that these matters be settled in the March business.

Very truly yours,

Secretary.

March 29, 1939.

Mrs. Arredieth N. Staley Sessions,
85 May Street,
Jacksonville, Florida.

Dear Mrs. Sessions:

Thank you very much for your letter of March 27th. Upon receipt of this communication I immediately started search for the correspondence you mentioned as having been sent to me some time ago. I regret to state that it has been mislaid, in the file containing material concerning work for prospective students. This file is handled only once each quarter, when we sent out circular acknowledgments and leaflets, or information concerning jobs and it is for this reason that the material had not been brought to my attention. Our third quarter work in this connection is not planned until the first week in April.

I wish to apologize for this delay and assure you that I am sending the material to the office of Dean Bond this morning, and I am sure he will complete the service you have requested, and will write you.

With best wishes,

Sincerely yours,

Secretary.

[illegible]

April 3, 1939.

Dr. Rachel S. Yarros
Rollins College
Winter Park, Florida

My dear Dr. Yarros:

Your check for $25.00, representing gift to our Endowment Fund, has been returned to us, for the reasons as indicated on the enclosed slip.

We shall deeply appreceate a word from you, indicating when we may re-deposit this check.

With best wishes,

Sincerely yours,

Secretary of the College.

1 enc.

Dorcas

April 3, 1939.

Mrs. Emma Miller
225 South Monroe Street
Yazoo City, Mississippi

My dear Mrs. Miller:

Thank you for your prompt reply to my inquiry of March 27th. We are very happy to apply the $10.00 to the Endowment Fund, as a gift from Dr. Miller. We enclose official receipt for this amount, with expressions of deep gratitude to you both for the consideration you have given us.

Miss Brown is still here but is leaving one day this week. If she is not here when your letter comes I shall be very glad to forward it to her.

Mrs. Bethune is very busy in Washington. We miss her so much here, after her stay of many weeks.

Sincerely, gratefully,

Secretary.

1 enclosure

April 4, 1939.

Mrs. A. R. Howard
Box 847
Sumter, South Carolina

Dear Mrs. Howard:

Your kind letter to Mrs. Bethune came after she had returned to Washington, but I sent it to her and she was so happy to receive the letter and your contribution. In view of the fact that we are in the midst of an intensive campaign for permanent endowment funds she asked that your gift be credited to this need. We are, therefore, sending you official receipt of the endowment treasurer, together with expressions of gratitude from our trustees and committee.

You will be interested to know that the Negro friends of the school - principally from Florida - made cash gifts and pledges, amounting to $2600 - at the recent Testimonial Banquet held in Mrs. Bethune's honor. This amount went to the endowment fund. We are trying to raise $135,000 during 1939. The enclosed letter is being sent to thousands of friends and prospective friends.

Again, may we thank you for your interest and confidence.

Sincerely yours,

Secretary.

1 enc.

April 4, 1939.

Dr. Robert Vann, Editor,
The Pittsburgh Courier,
Centre Avenue at Francis Street,
Pittsburgh, Pennsylvania.

Dear Dr. Vann:

Mrs. Bethune just wrote to us, on her return to Washington from Pittsburgh, that the Pittsburgh Courier had received nothing on the recent Testimonial Banquet, which was a very splendid affair held here in Mrs. Bethune's honor.

We had sent, on Monday, March 20th, a full article on the Banquet, with two glossy prints for mats - one of the speakers table of the banquet, and one of Faith Hall as it was illuminated for the occasion. We are simply sick to know that this material was not received. I have noticed that we seem seldom to get things to the Courier, and I wonder if we are sending them to the wrong address, or at the wrong time. Will you be kind enough to tell me just when the material must be in your office and to whom it should be sent. We have been sending the material to the address as indicated on this card.

We will be sending material constantly now, regarding the endowment drive and we do not want it go astray.

I shall be so grateful for an early reply.

Very truly yours,

Secretary.

1 enc.

April 4, 1939.

Miss E. O. Paige,
Florida A and M College,

Tallahassee, Florida.

Dear Miss Paige:

It is so good and so characteristic of you to pay your pledge to the Endowment Campaign so promptly. You know just how encouraging this is to us. I enclose official receipt from our Endowment treasurer, and wish to express the deep gratitude of our committee for your cooperation.

With best wishes,

Sincerely yours,

Secretary.

1 enc.

April 4, 1939.

Dr. L. T. Miller,
225 South Monroe Street,
Yazoo City, Mississippi.

My dear Dr. Miller:

May we express our deep gratitude to you for your generous gift of $10.00 to our endowment Drive. We enclose official receipt for this amount.

We feel sure that Mrs. Miller has told you of the wonderful success of the Testimonial Banquet, honoring Mrs. Bethune, and the enthusiasm for the endowment campaign. We have received, to date, $2620 on this quiet but intensive campaign. We are continuing this work, as you will note from the enclosed copy of letter being sent to thousands of friends. We do appreciate the cooperation and help of you and Mrs. Miller.

With best wishes,

Sincerely yours,

Secretary.

April 6, 1939

Mrs. F. C. Erickson
Ankeny, Iowa

Dear Mrs. Erickson:

As requested in your letter of March 31, I am enclosing lieterature of Bethune-Cookman College and a brief resume of Mrs. Bethune.

With best wishes,

Sincerely yours,

Office Director.

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1 enclosure

April 6, 1939.

Mrs. Lillie A. Grace
1527 Carolina Avenue
Bessemer, Alabama

My dear Mrs. Grace:

Your letter of March 27th has been received in the absence of President Bethune from the office.

I enclose a leaflet, descriptive of the work of Bethune-Cookman College. Our catalogs will be released soon and I shall be glad to have a copy sent to you. We accept students of college grade only, and if your daughter is a high school graduate we shall be glad to receive her application.

It is hardly possible that Mrs. Bethune's schedule will permit her to be in Birmingham during this month. However, this is not a definite statement, for she is traveling at this time and I am unable to be definite. If she is there, I know she will be glad to talk with you about your daughter.

Very truly yours,

Bertha L. Mitchell, Secretary.

April 6, 1939.

President W. J. Hale,
A and I State College,
Nashville, Tennessee.

Dear President Hale:

Miss W. Gertrude Brown, a representative of our Institution, is planning to spend Sunday and a portion of Monday (April 9 and 10) in Nashville. Miss Brown would like very much to study some phases of your work at A and I State College and to discuss them with you.

We shall greatly appreciate any courtesies extended to her.

With best wishes,

Sincerely yours,

Secretary to Mrs. Bethune.

General

April 7, 1939.

Mrs. Anna L. Pringle
614 West Montgomery Street
Savannah, Georgia

Dear Mrs. Pringle:

Mrs. Bethune asked me to reply to your letter of March 28th, as she had to return to her Washington office last Saturday.

We regret to state that we do not know Jack Pringle's address at this time. As you know, he was an employee here at the school for many years and lived right here on the campus. During last year, however, he went away often and remained from his work and finally gave it up entirely. We do not know whether he is in Daytona Beach or in some other city.

I regret that I cannot write you more encouragingly. Please be assured that if I hear anything definite concerning Jack, I shall surely notify you.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

Student

April 7, 1939.

Miss Elizabeth Darby
Department of Public Welfare
Lakeland, Florida

Dear Miss Darby:

Your letter of March 15th has been referred to the student aid committee.

We shall be glad to give Miss Clara Honors all possible consideration in the way of student aid for 1939-40, if her application is in our hands by May 30, 1939. Tuition scholarships are offered freshmen of first, second or third honor rating (high school graduation) and there is the NYA plan of part-time college aid for which she might be considered.

If Miss Honors will send in a letter, making formal application for aid, we will send her a form to be filled out and which, with her letter, will entitle her to consideration.

With best wishes,

Sincerely yours,

Secretary, Student Aid.

April 11, 1939.

Dr. W. R. Valentine, Principal,
Manual Training School,
Bordentown, New Jersey.

Dear Dr. Valentine:

We owe and offer you a profound apology for not sending a grateful acknowledgment of the barrel of apples sent to our school in February. In the great rush of our seasonal activities, the memorandum of this gift which came to the office from the Boarding Department was marked "acknowledgment sent," when the letter had not been written. Please, Dr. Valentine, forgive this almost unpardonable oversight. You know that it is never our policy to do other than express the deep gratitude that we feel for all gifts sent to us. They mean so much to us. The apples you sent filled so many uses in the Boarding Department.

Please permit us to express our appreciation for this thought of us and for the help to the Dining Hall. This oversight is greatly regretted and we wish to assure you that it will never occur again.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

April 11, 1939

Mrs. Gladys M. Henry
William R. Allen School
East Federal Street and Mitchell Ave.
Burlington, New Jersey

Dear Mrs. Henry:

As requested in your letter of recent date, I am enclosing literature of Bethune-Cookman College and a brief resume of Mrs. Bethune. I hope this material will funish the desired information.

Sincerely yours,

Office Director.

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BEST AVAILABLE COPY

April 11, 1939.

Dr. Rachelle S. Yarros,
5000 East End Avenue,
Apartment 9-D,
Chicago, Illinois.

Dear Dr. Yarros:

Thank you for your prompt attention to the matter of the check. The second check, and your explanatory note, have just been received.

I am happy to return the old check to you.

May we express again our appreciation for your interest in Bethune-Cookman College.

Sincerely yours,

Bertha L. Mitchell, Secretary.

1 enc.

Student

April 11, 1939.

Mr. G. D. Rogers, President,
Central Life Insurance Company,
Tampa, Florida.

My dear Mr. Rogers:

Thank you for your letter of April 6th, and for your remittance of $15.00 on Johnnie's account. We enclose official receipt for this amount.

Things are going well at the college. We are continuing our efforts toward the securing of endowment funds.

Johnnie is fine and getting along well.

Sincerely yours,

April 19, 1939

Rev. Charles H. Este
741 Marin Avenue
Montreal, Canada

Dear Rev. Este:

Your letter of February 28th, addressed to Mrs. Bethune in Washington, has been referred to this office for reply.

As requested, we are enclosing a short resume of Mrs. Bethune and literature of the College. We hope this material will give the information desired.

Sincerely yours,

Secretary of the College.

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April 19,1939.

Mr. William H. Doerr
C/o Camp Monson
Lake Alfred, Florida

My dear Mr. Doerr:

We understand that you manufacture 8 x 8 Willow baskets, suitable for collection baskets and we are writing to ascertain if we can purchase eight of these baskets and at what price. We would greatly appreciate it if you would send us a sample basket, for the consideration of our Board. If the basket will meet our needs we will send in our order immediately.

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

B. L. Mitchell, Secretary.

April 21, 1939.

Mrs. Josie R. Rowlett,
310 Twenty-fifth Street,
Cairo, Illinois.

Dear Mrs. Rowlett:

Your letter of March 22nd to Mrs. Bethune has been received in her absence from the College.

Mrs. Bethune's spring itinerary is very full and I seriously doubt if she can serve you in Illinois during the Spring. I suggest, however, that you write Mrs. Bethune at her Washington office, 1435 G Street, Northwest, C/o National Youth Administration, and she will reply to you direct.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

April 21, 1939.

Mr. H. C. King,
Box 377,
Athens, Georgia.

Dear Mr. King:

Thank you for sending the samples of letterhead and commencement invitations. They are beautiful.

I shall use my strongest influence to get the 1939 classes to use the standard form of engraved invitation. We cannot, of course, decide upon an engraved letterhead for the College this year.

I note that the price for the first five invitations is 10¢ apiece. I had hoped that the price would be 5¢ apiece. The economic conditions of our students would not permit them to pay more than this price. Even at 5¢ apiece, they would not order a large number of invitations. The College would use about 100 at this price. Would it be possible to make about 700 or 750 announcements at 5¢ apiece? If so, I believe I might get the matter considered favorably.

I send you a reminder note a few days ago, relative to the pledge of $10.00 you so kindly sent to the Endowment Fund. We shall be very grateful for this contribution.

Sincerely yours,

Bertha L. Mitchell, Secretary.

April 24, 1939

Miss Kathryn E. Richardson
1107 East 20th Street
Sheffield, Alabama

Dear Miss Richardson:

May we thank you for your letter of recent date, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the department in which you are qualified to serve, we shall be happy to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 24, 1939.

Miss Virginia L. Thompkins,
Authors' International Publishing Co.,
142-154 East 32nd Street,
New York City.

My dear Miss Thompkins:

I made some corrections in the material concerning Mrs. Bethune, and I enclose also some additional material which you may wish to use.

Mrs. Bethune has gone over your copy and is very happy to know that you plan including a brief biography of her live and service in the "Leading Women of America."

Very truly yours,

Bertha L. Mitchell, Secretary.

encs.

April 25, 1939.

Mr. H. F. Coleman,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mr. Coleman:

At the regular meeting of the Staff Committee, held this afternoon, your request for the dates - July 25th-30th, 1939 - for the Methodist Youth Institute, was unanimously approved. We regard this Institution as an integral part of our summer activities.

We discussed also, the possibility of housing delegates to the Institute to be sponsored by Rev. King, of the Church of God. It was the consensus of opinion of the committee, however, that this cannot be done. As you know, the Florida Tennis Tournament will be held here July 31st-August 3rd. After the Summer Session, the Young People's Institute and the Tennis Tournament, work must start immediately, if necessary repairs and renovations are to be completed for the regular session. Please explain this to Mr. King.

Sincerely yours,

Secretary.

April 26, 1939.

Rev. A. R. Howard,
Box 847,
Sumter, South Carolina.

Dear Rev. Howard:

During this year we have had to change the personnel in our business office twice and the lady who is now acting as bookkeeper has felt that it is necessary to inventory all of the papers, etc. in the office. She has just brought to me the enclosed check issued by you over eleven years ago. I have been here for more than that length of time but my connection with the business office does not date back that far. I am at a loss to understand, therefore, just why this check was never put in for collection, just what it covered in the first place, or anything concerning it. We find no entries in our books of that year to give any light on the matter.

I am returning this check with the thought that if it was intended as a donation to endowment or maintenance, that you might wish to replace it with a check negotiable at this time. If so, please know that we will be most grateful for the gift and assure you that it will be carried through the books and to the bank with efficient dispatch.

With appreciation for your continued friendship and interest in Bethune-Cookman, I am

Sincerely yours,

Secretary.

enc-check

April 27, 1939

Mr. W. J. Trent, Jr.,
Advisor on Negro Affairs
United States Department of The Interior
Office of the Secretary
Washington, D. C.

Dear Mr. Trent:

Mr. Morton may be reached at the following address:

Princess Anne Academy
Princess Anne, Maryland

Sincerely yours,

Secretary of the College.

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May 2, 1939.

Dr. M. J. Holmes,
The Board of Education of
The Methodist Episcopal Church,
740 Rush Street,
Chicago, Illinois.

Dear Dr. Holmes:

Your letter of April 25th, addressed to Mrs. Bethune, has been received in her absence from the College.

May we thank you for the Board's check for $20.00, representing income on the Mary B. Cookman Fund, which will be used for scholarship aid for a worthy-needy student who needs about this sume to close his or her account for the year. We will send you the name and address of the recipient of this aid. We enclose official receipt for it.

The Lyman C. Floyd Oratorical Contest will be held this year. Either Freshmen or Sophomore students are eligible for entrance into this contest. We have announced the prize of $10.00, and hope that it may be received in time for presentation at Student Achievement Hour. The Contest will be held on Sunday, May 14th.

Very sincerely yours,

Bertha L. Mitchell, Secretary.

1 enc.

May 5, 1939.

Miss Nadine Dickerson,
Thayer Hall, Clark University,

Atlanta, Georgia.

My dear Miss Dickerson:

Your recent letter, in which you made application for a position in one of the College offices, has been received in the absence of President Bethune. She is in Kansas City, Missouri at this time, attending the Methodist Uniting Conference. May I assure you that I will call your letter to her attention when she comes down about May 25th.

I am very glad to have this application on file and assure you that I will use all possible influence in your behalf, when actual appointments are made.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

May 9, 1939

Miss Rosa L. Simmons
Morris Brown College
Atlanta, Georgia

Dear Miss Simmons:

As requested in your letter of recent date, I am enclosing a brief resume of Mrs. Bethune. I hope this material will give you the desired information.

Sincerely yours,

Secretary of the College.

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enclosure

May 10, 1939.

Mr. J. Leonard Lewis, Attorney,
Afro-American Life Insurance Company,

105 East Union Street,
Jacksonville, Florida.

Dear Mr. Lewis:

May we remind you of your pledge of $10.00 to the Endowment Campaign of Bethune-Cookman College, payable on "demand."

We are grateful for this pledge, which is an additional evidence of your interest in Bethune-Cookman College, and will be more than grateful for your check in payment.

With best wishes,

Sincerely yours,

Secretary of the College.

May 13, 1939.

Mr. M. E. Hart, Jr.
Reddick, Florida.

Dear Mr. Hart:

Thank you for your remittance of $20.00, which has been applied on the current accounts of your sister, Wilma Hart, and Mildred Jackson, as indicated by the enclosed receipts.

The balances should be paid before the examinations of the last quarter, which start May 22nd.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.

encs.

May 16, 1939.

Mrs. Mame Mason Higgins,
4406 Indiana Avenue,
Chicago, Illinois.

My dear Mrs. Higgins:

Mrs. Bethune hasnt written me recently but Miss Gertrude Brown has told me that you are working hard on the plans for Chicago's participation in the endowment drive. I am so glad to know of this and want to assure you of whatever cooperation we may be able to give to the efforts of you and your committee. It would be interesting to know just what you are planning and what progress you are making. I could use such information in my "pep" contact with the other groups. Please write me. I want to know something of the organization of your group, too, and about the time when your mass meeting will be held.

How are you, anyway, and how goes your work? I have thought of you and Billy Higgins so much this year. I have often shared with Mrs. Brown in "missing" you.

Tell Lilliana that I was not at all pleased with her letter in reply to mine. I wish that I could get to her with some kind of "forsaking all else" stimulus and have her return here. I cant help but feel that the school needs the business stability that she can give more than anything else in the world. Tell her that Mrs. Ranslow sold some of the Endowment Bonds and though I have pored over her (Lillian's) records night after night, I cant for the life of me decide where to post the item of accrued interest sold with the bonds. One day I threatened to pack up the whole lote of in formation and send it to Chicago to her. This is the only part of the accounting that I am trying to do and that only because it wept so with neglect. Lillian told me, in a very unladylike manner to "keep my tail up" but even that feat doesnt save the situation although it does increase the crowd of spectators.

Mrs. Bethune will soon be home and we will discuss endowment. Please let me have something from you very soon. I know you have had opportunity to approach many people by this time and I would be interested to know also the general attitude of the Chicago folks, where Bethune-Cookman endowment is concerned.

Love to Mrs. Mason.

Sincerely,

Student

May 17, 1939.

Mrs. Mality Mitchell McKinney,
406 Twelfth Street,

Palmetto, Florida.

My dear Mrs. McKinney:

Thank you very much for your remittance of $2.00, cap and gown rental fee.

We enclose receipt for this amount.

The information has been sent to Mr. Simpson's office, in order that there may be no difficulty when you come up for commencement.

Sincerely yours,

Bertha L. Mitchell.

1 enclosure

Endowment Campaign

May 17, 1939.

Dr. Carl G. Roberts,
152 West Division Street,
Chicago, Illinois.

Dear Dr. Roberts:

I send this note to express the sincere gratitude of our Institution for your interest and confidence, and for whatever efforts you may put forth in behalf of our endowment campaign.

Miss Gertrude Brown is here now, helping us to work for the endowment and she has reported your kindly and active interest in Chicago. From her statements I note that you served as Acting Chairman of the Committee. We would be so interested to know just how your plans are progressing and assure you of whatever cooperation and help that we may be able to give to them. We are so greatly in need of immediate endowment funds and feel so grateful to all interested friends who will help us secure them. Please let us know of the plans there in order that we may use the information to stimulate other groups working in various sections of the country.

Mrs. Bethune will be in Florida early next week and we shall be talking of endowment and working toward this end until she returns to Washington the last of May. Whatever you may be able to tell me about the work in Chicago, that I may discuss with her, will be greatly appreciated.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

May 20, 1939.

Miss Theresa Lee Williamson,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Miss Williamson:

I am sure you understand, from the recent announcements in chapel by Mr. Simpson, that it is impossible for us to waive the regulation and permit you to go home before commencement.

I regret that we cannot give favorable consideration to your request.

With best wishes,

Sincerely yours,

Secretary of the College.

Dues

May 20, 1939.

Attorney James Leonard Lewis,
103 East Union Street,
Jacksonville, Florida.

My dear Mr. Lewis:

May we express our sincere appreciation to you for your continued interest in Bethune-Cookman College. Your donation to the Endowment campaign is gratefully received and we enclose official receipt from the treasurer of the Fund.

We have noted your statement concerning the payment of the balance of your pledge. We shall be so happy to receive it in September, if it is convenient for you to send it at that time.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

1 enclosure

memo

Bethune-Cookman College,
Daytona Beach, Florida.
May 22, 1939.

MEMO to

Mr. Simpson
and
Dean Bond

I noticed, in the announcement of new officers for the various student organizations yesterday, that the same condition will prevail next year as did this year - namely, that one student is holding the presidency of two organizations.

I recall that Mrs. Bethune seriously deplored this condition this year. It can be easily seen that one student cannot give justice to the work of two organizations, especially since our schedule here is very full. Although the students themselves elect these officers, they should be guided in their selection. I think we have enough students to furnish one president apiece for the various student organizations.

Perhaps this might be brought to the attention of the students, with the idea of correcting it before the close of school. That is, if you agree with my thinking in the matter.

B. L. Mitchell.

Donors

May 23, 1939.

Mr. H. Manning Efferson,
Florida A and M College,
Tallahassee, Florida.

Dear Mr. Efferson:

It was so kind of you to give consideration to our need for permanent endowment funds. Your contribution of $5.50 brings encouragement as well as help to us. We enclose official receipt for this amount.

We thoroughly enjoyed the fine address you delivered here on last Sunday. Please remember your promise to send copy of this address for use in our commencement publicity.

With best wishes,

Sincerely yours,

Secretary of the College.

1 enclosure

May 26, 1939.

President Laing,
Knoxville College,
Knoxville, Tennessee.

My dear President Laing:

I am instructed to say to you that Mrs. Bethune desires you to have for her appearance there a Doctor's robe. The length is 50 inches and the bust 44 inches. She will bring her own cap and hood for the occasion. If there is any difficulty in the matter of securing the robe, please let us know and we will make arrangements here.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

General

June 2, 1939.

Mrs. Christabel S. Reeves,
Route 1, Box 4-A,
Ocala, Florida.

My dear Christabel:

Sorry to hear of the condition of your mother. If you can come on, we can give you work to provide your room and board, and you pay your tuition and registration fees. You will take this up with Mrs. Mitchell when you reach the college.

Very truly yours,

Mary McLeod Bethune

MMB/fb

memo

Bethune-Cookman College,
Daytona Beach, Florida.
June 7, 1939.

Memo to

Mrs. Davis -

Both Thelma Nixon and Eloise Troutman are now members of the staff, on regular salary. Their board and room are granted as part of their salary. I understand that they are continuing to have their meals with the work students. I would appreciate it if they were transferred to the faculty tables, as they are on the same par with Miss Flossie Brown and Mrs. Richardson. They will be shy of this arrangement, in all probability, but I feel that it should be done in this way, at this time, to avoid confusion in the end.

Thank you for your cooperation in this matter.

blm

General

June 9, 1939.

Mr. R. O. Eberling,
Superintendent, Recreation Department,
City of Daytona Beach, Florida.

Dear Mr. Eberling:

Your letter of June 6th to Mrs. Bethune has been received in her absence from the College. She will not return here until the end of the month.

I have talked with Miss Roberts, who is in charge of our Music and she states that she can have a quartette to come to the New Casino on the City Isle on Sunday afternoon, June 11th, for rehearsal.

Will you be kind enough to let us know what hour they should come?

Very truly yours,

B. L. Mitchell, Secretary.

June 10, 1939

Mr. Guy T. Glover, President
Bethune-Cookman Club
334 Northwest 10th Street
Miami, Florida

My dear Mr. Glover:

May we express our deep gratitude to to you and the members of the Bethune-Cookman Club for your generous contribution of $40.00 to the Endowment of Bethune-Cookman College.

We enclose official receipt for same. We shall be happy to present this donation to Mrs. Bethune with your compliments, when she return to the campus.

We are indeed grateful for this contribution and for the beautiful spirit in which you gave it. May success forever be yours and may your Club grow to be one of the largest and most outstanding Bethune-Cookman Club we have.

With best wishes,

Sincerely yours,

Secretary of the College.

t
1 enclosure

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date **June 13, 1939.**

To **Mr. Millard Natteal**

From

Subject

The entertainment committee for the summer session desires the Bus for the first Beach picnic of the summer on FRIDAY AFTERNOON, June 16th, 4 P. M.

Please have the Bus in readiness for the trips.

B. L. Mitchell.

Memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date June 14, 1939.

To Dean Bond - Miss Brown - Mrs. Davis - and Mr. Poole.

From ....

Subject ....

Mrs. Ynetchi, of the local Christian Science Church, was given permission by President Bethune, to have the Branch Church service in our Auditorium on Sunday evening, June 4th. After this meeting was held, Mrs. Ynetchi requested the use of the room for Thursday evening, June 8th. It was my understanding that only these two evenings would be given to the group, for Mrs. Bethune told her that we could not be definite about providing the place for services that she requested, during the summer months.

It seems that the group used the Auditorium again on last Sunday evening. I have just talked with Mrs. Ynetchi and told her that our summer school activities may require the use of the Auditorium at any time, but made the tentative arrangement whereby her group may have their Sunday evening meeting there, providing it is held from 6:30 to 7:30. This approval may be withdrawn at any time, of course, and she will understand. The Auditorium will not be available to the group on any evening during the week.

I send this for your information and cooperation whenever necessary.

B. Mitchell

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date June 15, 1939

To Dean Bond - Miss Brown - Mrs. Davis
Mr. Poole
From

Subject

The Chief of Police has given permission for the Beach Party tomorrow (Friday) afternoon, from 4 to 7. He will have Sgt. Holbert to come out and escort the group to the section of Beach that we should use.

We must sustain, of course, our reputation of orderliness on the Beach.

Mr. Nateal will have the Bus ready for the first trip down, at 4 o'clock.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date June 15, 1939

To Dean Bond - Miss Brown - Mrs. Davis - Mr. Poole.

From

Subject

The Chief of Police has given permission for the Beach Party tomorrow (Friday) afternoon, from 4 to 7. He will have Sgt. Holbert to come out and escort the group to the section of Beach that we should use.

We must sustain, of course, our reputation of orderliness on the Beach.

Mr. Nateal will have the Bus ready for the first trip down, at 4 o'clock.

B. L. Mitchell.

Student

June 15, 1939.

Mrs. Lorene Glover Lawton,
Route 3, Box 342,
Plant City, Florida.

Dear Mrs. Lawton:

Dean Bond has just notifed us of your enforced withdrawal from the Summer Session. We are so very sorry that you could not remain for the full seven weeks.

Since you were here for only one day we are refunding the entire amounts you paid for tuition fees and room-rent. We are unable to refund the registration fee. You will note on Page 6, of the Summer School Bulletin, that this fee is not refundable.

We enclose check for $13.00, covering refunds as follows:

Library Fee ----------	$1.00
Room-rent -----------	3.00
Tuition -------------	9.00
	$13.00

Very truly yours,

Bertha L. Mitchell, Secretary.

enc-check.

June 15, 1939.

Mr. R. E. Niven, Jr.
First Atlantic National Bank
Daytona Beach, Florida

Dear Mr. Niven:

One of the Courses in the Education Division of our Summer Session deals with "The Country Teacher at Work." The instructor of this course is very desirous of having a prominent Banker to talk to the class on "Thrifty Spending" at one of the regular class periods. We have 315 students registered in our Summer Session and many of them are teachers of the rural districts. It would mean so much to them to have the benefit of a talk on this important subject.

We are sending this note to ask if you will not be kind enough to give such a talk to the class on Monday, June 19th, at 1:30 p. m.

We shall greatly appreciate your consideration.

Very truly yours,

Bertha L. Mitchell,
Secretary.

General

BETHUNE-COOKMAN COLLEGE
ARCHIVES

June 15, 1939.

Knight Brothers Paper Company
Union Terminal Whse.
Box 34
Jacksonville, Florida

Attention of Mr. C. A. Rudicill.

Dear Mr. Rudicill:

Thank you very much for your letter of June 14, regarding our order for mimeograph paper.

I believe the College has been purchasing the Howard Mimeograph paper, 16 sub. If, therefore, you will send 3,000 sheets of this type, we will be very glad. Send the order C. O. D. Just as soon as we can clear our account, we shall want our account reopened, for it is more expensive for us to purchase, having to pay the transportation charges on the orders.

Very truly yours,

Bertha L. Mitchell, Secretary.

General

June 15, 1939.

Mr. John I. Leonard,
Superintendent of Public Instruction,
West Palm Beach, Florida.

Dear Mr. Leonard:

Your letter of June 9th has been received in the absence of President Bethune from the College. She will not return here until early July, but I assure you that I will call your letter to her attention as soon as she arrives. She will be most grateful, I am sure, for the full explanation you have given relative to the services of Alice Moore.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

June 17, 1939.

Mr. L. C. Griffin, Director,
Junior Church, Mt. Bethel Baptist Church,
550 Wallace Street,
Daytona Beach, Florida.

Dear Mr. Griffin:

We sincerely regret our inability to permit you to use the School Bus on Thursday, June 29, 1939, for the reason that our Social Committee has planned an outing for our Summer School students on that date which will require the use of the Bus for the College.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

June 17, 1939.

Mr. E. F. Thames,
First Atlantic National Bank,
Daytona Beach, Florida.

Dear Mr. Thames:

One of the courses in the Education Division of our Summer Session deals with "the Country teacher at work."

The instructor of the course is very desirous of having a prominent Banker talk to the class on "Thrifty Spending" at one of the regular class periods. We have 315 students registered in our Summer Session and a large number of them are teachers from the rural districts. It would mean so much to them to have the benefit of a talk on this important subject.

We are sending this note to ask if you will not be kind enough to give such a talk to the class on Tuesday, June 20th, at 1:30 p. m.

We shall greatly appreciate your consideration.

Very truly yours,

Bertha L. Mitchell, Secretary.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

June 19, 1939.

Mr. J. Finley Wilson,
1817 Vernon Street,
Washington, D. C.

My dear Mr. Wilson:

May we express our deep gratitude to you for your generous contribution of one hundred dollars to our Endowment Campaign. Mrs. Bethune was so greatly encouraged, so happy to have this evidence of your continued interest and confidence. We feel that you will not mind if we give some publicity to this gift, in an effort to stimulate other friends to contribute to the Fund.

With best wishes,

Sincerely, gratefully,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

General

June 19, 1939.

Respess Engraving Company,
36 South Main Street,
Jacksonville, Florida.

Gentlemen:

Mr. J. A. Burgman, of this city, has referred us to your Firm, for the purpose of securing some newspaper mats of Mrs. Bethune.

We should like to have a newspaper cut of the photograph enclosed, of the size of the smaller clipping. The cut for this was made for the better grade of paper and Mr. Burgman informs us that newspaper mats cannot be made from it. We would, therefore, like to have the newspaper cut to be used here in our office and several mats to be distributed to the other newspapers. Will you be kind enough to quote us the price for the cut and 25 mats? I am presuming that this picture is made from a two-column cut. We should like to have something this size.

Upon receipt of information from you, we will place our order. We should want the photograph returned, for it is an expensive one. Please quote us the price also on the cut and 12 mats.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

enclosures

Application

June 20, 1939.

Miss Dorothy Stephens,
Alabama State Teachers College,
Montgomery, Alabama.

My dear Miss Stephens:

There will be a vacancy in our Mathematics Department in Bethune-Cookman next year and Mrs. Bethune has asked me to write you and inquire if you would be available to consider it. She would like so much to have you here as a member of our staff.

Please let her have a line from you in this connection. We expect her about June 30th and early in July she will work on the appointment of teachers to fill vacancies. I sincerely hope that it may be possible for you to consider favorably a possible affiliation with Bethune-Cookman for 1939-40.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

General

June 20, 1939.

Dr. Turner,
Hampton Institute,
Hampton, Virginia.

Dear Dr. Turner:

Mrs.Bethune has asked me to write you concerning a Kiln which you were kind enough to give to our Institution andwhich was to be sent to us in a manner decided upon between you and Mrs. Bethune.

If there is anything that we can do here to facilitate the transporting of this Kiln, kindly instruct us, for Mrs. Bethune is very eager to have it here at Bethune-Cookman.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

Donors

June 20, 1939.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Sadye Pryor,
Virginia Hall,
Hampton Institute,
Hampton, Virginia.

My dear Miss Sadye Pryor:

Thank you for sending me Mrs. Bethune's message concerning Vera Claiborne's need for NYA aid. We shall certainly give her all possible consideration, and more so since she has such a nice little aunt.

It was so fine of the Pensacola Club to send in the donation of ten dollars for Endowment. I am sending the receipt and acknowledgment, as you have suggested, to Mrs. M. L. Craig. I hope, with you, that you may be able to increase your activity for the school. Believe me, we surely need your help.

No, I shall not go to New York this summer. I had planned to do so, but after all of the literature concerning the Fair started coming in, I knew that the intense heat, the great, great crowds and the even greater activity would be more than I could stand. I wanted to take Marcia there for her first travel experience, but I am so tired that I could not make it.

Thank you always for your continued interest.

Sincerely yours,

Secretary.

memo folder

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date June 20 - 1939

To - Mr. Coleman -

From

Subject

Mrs. Bethune has asked that you write for her a strong news-letter, to be sent to the Church papers (The Advocates), covering the following:

1 - The work that is being done at Bethune-Cookman. The efforts we are putting forth to train Christian leaders.

2 - Request some consideration from the Church, from individuals, groups and organizations of the Church.

3 - We are using our influence to strengthen Methodism and to train our boys and girls to be better Christians and leaders.

4 - 51 graduates this year - 1700 during the years of service of the Old Cookman Institute, Daytona Normal and the merged Institution .

5 -And so forth.

Thank you, Mr. Coleman.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date ..June. 21, 1939....

To -- Dean Bond ....

From ....

Subject ....

May I quote excerpts from letter from Mrs. Bethune, just received:

"Please let me know when you have the commencement of the summer school."

"I am pleased to know that Miss Hampton is doing well. It may be that she can be considered for work in the practice school setup. She is the kind of person I would like to see on the campus."

"I am sending Saxon's letter back to you and asking him to get in touch with Dean Bond. Ask Dean Bond if it is possible to use him on the school staff. If so we can make a connection that would give him a satisfactory setting and if there is any way to augment what the practice school will do to make him worth while to us in the field we want to use him."

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date June 22 - 1939

To - Dean Bond -

From

Subject

This letter from Mr. Marks seems to indicate the need to send the list of furnishings needed for the Practice School, to both Mr. Marks and Mr. Treloar. Mr. Treloar might be able to get some of the things for us from the District.

The Building Committee, of which Mr. Snead is chairman, and Mrs. Ranslow, the treasurer, met this morning. Mrs. Bethune had written, advocating the borrowing of $600 from the summer school funds to complete McLeod Hall, and thus provide some space for the WPA folks. However, actual figuring proves that they cannot finish both floors for this sum. It will take $450 to complete the first floor. This much will be borrowed from summer school funds, and replaced in early July. In late July, I presume they will make plans for the completion of the 2nd floor. This $450, includes screens for the windows and doors of the first floor.

B. L. Mitchell.

June 22, 1939.

Mrs. Alice G. Mickens
801 Fourth Street
West Palm Beach, Florida

My dear Mrs. Mickens:

May we acknowledge, with sincere gratitude, receipt of your letter of June 15th, with Money Order enclosed in the amount of $10.00, in payment of your pledge to Endowment.

We are grateful to you for your cooperation, your interest and your confidence. May this gratitude continue.

Sincerely yours,

Bethune-Cookman College,

Bertha L. Mitchell, Secretary.

BLM:ELR

1 enclosure

General

June 24, 1939.

Mrs. John C. Wright,
388 Angier Avenue,
Atlanta, Georgia.

My dear Mrs. Wright:

Your letter of June 21st has been received during Mrs. Bethune's absence from the College and I am sending it to her today, for her personal attention. In the meantime, I am sending you some material that may be of help in providing the information needed.

Mrs. Bethune will write you from Washington in a few days.

With best wishes,

Sincerely yours,

Secretary of the College.

enc.

$80
20
60

85
20

180

80
60
65

June 24, 1939.

Mrs. M. Richardson
76 Saint Nicholas Place,
Apartment 54,
New York City.

Dear Mrs. Richardson:

On June 15, 1939, I sent you itemized statement of charges against your son for summer school, amounting to $25.50. To date, we have not received your remittance to cover.

This morning your son, Theodore, came in to ask for weekly credit in securing meals and I was unable to comply with his request, because of the fact that the other bill has not been paid.

All summer school charges should be paid at entrance, but we made this extension to him, with the understanding that the total amount be be paid by you upon receipt of the bill.

I know this matter will have your prompt attention. Upon hearing from you, I will be able to consider Theodore's request for weekly credit in the Cafeteria.

Sincerely yours,

Bertha L. Mitchell, Secretary.

Food 85.00
Ce 20.00
Cash 65.00
Total 80.00
Cash 80.00

Gen'l

June 24, 1939.

Detex Watchclock Corporation,
Atlanta, Georgia.

Attention of the Manager,
Southern Dept.

Dear Sir:

Please enter our order for 100 dials for Watchman's clock, to fit our clock which you are repairing. These dials fit the loan outfit which we are now using and if you will send them immediately, we will have no interruption of the service.

Kindly send the order parcel post, COD.

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

Donors

June 26, 1939.

Mrs. Ferris J. Meigs,
42 Prescott Avenue,
Bronxville, New York.

My dear Mrs. Meigs:

Mrs. Ranslow has just brought to us your generous check of one hundred fifty dollars, which has been credited to the Endowment Fund. Receipt for this amount is enclosed and we are sending Mrs. Bethune notice of the gift in this afternoon's mail. I am sure she will be so pleased to know of this generous gift.

It is our hope to have a full report for the public and the presentation of further endowment gifts on July 10th, Mrs. Bethune's birthday. Our correspondence has brought very encouraging results and Mrs. Bethune writes that her recent trip to New York was fruitful for endowment.

We shall be happy to send to you and Mr. Meigs copies of the donations to this special Campaign when the reports are made up, about July 8th.

Sincerely, gratefully,

Bertha L. Mitchell, Secretary.

enc-receipt.

June 27, 1939.

Mrs. M. M. Richardson,
76 St. Nicholas Place, Apartment 54,
New York City.

Dear Mrs. Richardson:

Thank you for your letter of June 25th.

I had just written you of the receipt of the $10.00 from Mr. Simpson, and sent the receipt.

I have given Theodore permission to secure his meals from our Boarding Department Cafeteria, on a weekly account basis. This is entirely counter to our general plan, but he seemed to be unable to pay for his meals. I shall send you the statement of his weekly account on Saturdays, with the hope that you will remit immediately, so I may receive the funds on Tuesdays. I wish I could give further extension to him, but our summer school business is carried on on a cash basis - we must pay all bills in cash - and we must collect all charges in cash.

We will be very glad to receive the balance on Theodore's tuition charges on June 30th.

Very truly yours,

Bertha L, Mitchell, Secretary.

June 27, 1939

Miss Alice Walker
107 Water Street
Columbia, Missouri

Dear Miss Walker:

Thanks for your letter of June 24, making application for NYA or Industrial Scholarship aid.

We have so many students in Florida who have made application for aid until it is impossible for us to grant scholarships to out-of-state students.

With best wishes,

Sincerely yours,

Secretary Student Aid
Committee.

t

Special Correspondence Mitchell, Bertha (Outgoing) July - Sept

July 3, 1939.

Mrs. Jennie Brown Lee,
1732 Vermont Avenue, Northwest,

Washington, D. C.

My dear Mrs. Lee:

We are so grateful to you for your interest in Bethune-Cookman College, and particularly for your generous promise to Mrs. Bethune of a gift of $100 to our Endowment Fund.

You will note, from the enclosed card, that we hope to have the first reports of the Endowment Campaign at a Rally on July 10th. It would mean so much in encouragement and help to have your gift here on that day. It is Mrs. Bethune's birthday and we feel that no personal gift to her will be more appreciated than a good report of endowment funds received.

Please be assured of our gratitude.

Sincerely yours,

Bertha L. Mitchell, Secretary.

Bethune-Cookman College
Daytona Beach, Florida

MARY MCLEOD BETHUNE, *President*
ABRAM L. SIMPSON, *Acting President*
WILLIAM M. COBB, *Treasurer*

July 3, 1939.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Jennie Brown Lee,
1732 Vermont Avenue, Northwest,

Washington, D. C.

My dear Mrs. Lee:

We are so grateful to you for your interest in Bethune-Cookman College, and particularly for your generous promise to Mrs. Bethune of a gift of $100 to our Endowment Fund.

You will note, from the enclosed card, that we hope to have the first reports of the Endowment Campaign at a Rally on July 10th. It would mean so much in encouragement and help to have your gift here on that day. It is Mrs. Bethune's birthday and we feel that no personal gift to her will be more appreciated than a good report of endowment funds received.

Please be assured of our gratitude.

Sincerely yours,
Bertha L. Mitchell
Bertha L, Mitchell, Secretary.

If you send a receipt, please send it at once, as I leave Washington July 13th, for 7 weeks vacation. I want to get it before I go for a certain reason. Jennie B. Lee

July 3, 1939.

E. A. Wright Company,
Broad and Huntingdon Streets,
Philadelphia, Pennsylvania.

Attention of Mr. S. P. Bickel,
Manager of the Department.

Dear Mr. Bickel:

Please be kind enough to fill our order for diplomas, using the names as indicated on the enclosed list, for Normal Department and High School graduates, respectively. The session closes and diplomas will be awarded on July 22, 1939.

We understand that the diplomas will be $2.20 per set, including engrossing. There are 59 in the Normal Department and 8 in the High School, a total of 67 diplomas. At $2.20 per set, this will make a total of $147.40. Will you be kind enough to send us your bill for this amount, indicating the number of diplomas thereon, and the unit price as well as the total? We will then send our check in full payment of the account, to avoid paying the C. O. D. fee.

Please ship the diplomas in order that they may reach us on July 19th, for signatures will have to be affixed.

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

July 3, 1939.

Mrs. Maude M. Richardson,
76 St. Nicholas Place,
Apartment 54,
New York City.

My dear Mrs. Richardson:

Thank you very much for your letter of July 1st, with remittance of $10.00, which has been applied to your son's summer school account, leaving a balance of $5.50 due on his tuition and fees. We enclose official receipt for this amount.

We also enclose Theodore's bill with the cafeteria for meals furnished, up to and including Sunday, July 2nd.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

encs-

July 3, 1939

The Ronald Press Company
15 East 26th Street
New York, N. Y.

Gentlemen:

Your letter of June 28 has been received. We do not know the present address of Mr. John A. Ross.

Sincerely yours,

Secretary of the College.

t

July 3, 1939

Mrs. Lettie M. Clark
F. S. C. W.
147 Reynolds Hall
Tallahassee, Florida

Dear Mrs. Clark:

Your Postal Card, addressed to the Chamber of Commerce, Daytona Beach, Florida, has been referred to this office for reply.

We are enclosing a brief Resume of President Bethune and the history of Bethune-Cookman College. We hope this will give you the desired information.

Sincerely yours,

Secretary of the College.

mgb

enclosures

July 4, 1939.

Mrs. Mary White,
1440 Davis Street,
Jacksonville, Florida.

My dear Mrs. White:

Mrs. Davis has wired you of the sad news concerning the passing of her son, Albert. She is prostrate with grief. You know she has done everything humanly possible to bring him back to health.

Albert's body will be brought here to Bethune-Funeral Home and prepared for burial and Mrs. Davis will accompany it to Appalachicola. She wants you to be ready to go with her, when they go through Jacksonville. They will go either Thursday or Friday morning. Her sister, Miss Paige, and her sister-in-law, Mrs. Paige will go on to Appalachicola this afternoon, to get the home in readiness.

Please know that we shall do everything in our power to help Mrs. Davis during these sad days for her.

Sincerely yours,

Bertha L. Mitchell, Secretary.

Memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date July 8, 1939.

To - Miss Brown, Mrs. Davis, Mr. Poole,
Mr. Hatteal.

From

Subject

Miss Williams would like to have some of her Art students make a trip to the Art Museum at Sarasota, using the Bus, on Thursday, July 13th. Permission has been granted her. The round trip fare for the trip will be $1.50 per person.

B. L. Mitchell.

July 17, 1939.

Mrs. Maude Richardson,
76 St. Nicholas Place,
Apartment 54,
New York City,

My dear Mrs. Richardson:

Thank you very much for your remittance of $9.15, just received, covering the balance for tuition and fees and the board for the first week, for your son, Theodore Richardson. We enclose official receipts for these amounts.

We enclose the bill for Board from July 4th to date, and will send the bill for the last week's board, next Monday.

Theodore has asked me to say to you that he will need $2.00 for cap and gown rental for the commencement exercises Saturday morning, July 22nd.

May we thank you for your courtesy and confidence in us.

Sincerely yours,

Bertha L. Mitchell, Secretary.

3 encs.

July 18, 1939

Dexter Watchclock Corporation
Glenn Building
Atlanta, Georgia

Gentlemen:

Under separate cover, we are returning your loan clock by prepaid express today.

Sincerely yours,

Secretary of College.

mmb-ejt

July 19, 1939

Dexter Watchclock Corporation
Glenn Building
Atlanta, Georgia

Gentlemen:

The Loan Clock and equipment you so kindly provided us are being returned to you by express prepaid, today.

Sincerely yours,

Secretary of the College.

t

July 20, 1939.

Mrs. L. B. Hope,
266 Lee Street, Northeast,
Atlanta, Georgia.

My dear Mrs. Hope:

May we express our deep gratitude to you for your continued interest in Bethune-Cookman College. We have received, through Mr. Lanier and Mrs. Bethune, your gifts of $10.00 to Endowment and $10.00 to Maintenance. We enclose official receipts for these amounts.

You will be happy to know that the Endowment Rally and Birthday Celebration for Mrs. Bethune, which was held on July 10th, was both beautiful and profitable. I have seldom seen Mrs. Bethune so filled with emotion and gratitude for the many votes of confidence in her work, which came in from friends all over the country. She was so greatly encouraged and expressed her re-dedication to the service which has characterized her life for three decades. Truly, no greater birthday gift could have been presented her than the total of $1400 which came in to swell the endowment total.

Although this Campaign was launched just four months ago, the total of gifts to date, is $5,500.00. Our efforts will not abate until we have reached the goal of $135,000.

May we thank you, for Mrs. Bethune and the College, for your continued interest.

Sincerely yours,

Bertha L. Mitchell, Secretary.

General

July 21, 1939.

E. A. Wright Company,
Broad and Huntingdon Streets,
Philadelphia, Pennsylvania.

Attention of Mr. S. P. Bickel.

Dear Mr. Bickel:

We have received the diplomas and are very much pleased with them. Thank you for your very prompt service in this particular.

Two other students have met graduation requirements, as the result of the receipt of their records from other institutions. Will you be kind enough to furnish us diplomas for them? The names are as follows:

Willie Mae Taylor - College Division

Essie Mae Robinson - High School

Whenever these diplomas are ready we will remit for them and when they are signed here, will mail to these graduates.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary,
Bethune-Cookman College.

July 26, 1939.

My dear Dr. Pharr,

I enjoyed your crazy letter of July 24th, as much as I welcomed the check from Dr. Bousefield, receipt for which is enclosed.

This endowment business is really rather encouraging - you folks have really done so much.

I gave your message to Miss Brown and she will tell Dr. Hills. (About Etta Moten, I mean). I cant imagine you doing anything ELSE except motoring to Jacksonville to get a good-looking young lady.

It would have been interesting, wouldnt it, if Dr. Bousefield had been more specific about his "love," and given some of the us trouble of kidding ourselves.

Sincerely, gratefully,

enc-endowment receipt

July 26, 1939.

The J.F. Riggs Publishing Company,
Des Moines, Iowa.

Gentlemen:

Please enter our order as follows:

1½ Dozen "Riggs Class Record" * No. 100

Very truly yours,
BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

July 28, 1939.

E.A. Wright Company,
2545 North Broad Street,
Philadelphia, Pennsylvania.

Attention of Mr. S. P. Bickel,
Manager of Department.

Dear Mr. Bickel:

Thank you very much for your letter of July 26th and for taking care of the order for two additional diplomas.

We enclose check for this additional order.

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

Student

July 28, 1939.

Mrs. M. Richardson
76 Saint Nicholas Place
Apartment 54
New York City

My dear Mrs. Richardson:

We wish to thank you for the way you have handled Theodore's bills during the summer session. I am now sending you the final statement, in order that you may plan to pay this amount, as early as possible, in order that we may close our reports.

Theodore is still here, but I understand he will leave for New York tomorrow. He is not boarding this week, for our Boarding Department is about disorganized. I will not make a charge for room-rent for this week.

The bill rendered for meals, to July 17th, is $5.40. We have charges of $2.75, from the 18th through the 22nd, making a total due of $8.15.

With best wishes for a very pleasant summer, I am

Sincerely yours,

Bertha L. Mitchell, Secretary.

Darcus

July 31, 1939.

Mrs. Belle S. Moore,
Route 2, Box 600,
Jacksonville, Florida.

My dear Mrs. Moore:

I have read your letter of July 17th, with interest and understanding. I am glad to be able to assure you that Mrs. Bethune did receive your birthday greeting and gift. For many weeks, however, at her request, we had worked on an Endowment rally for the college, to culminate on her birthday. Hundreds of requests had been sent out to friends and prospects. Many of Mrs. Bethune's friends sent personal gifts, and in every instance where the personal gifts were in cash, she turned them right into the Endowment rally. She felt that friends were sending these cash donations to her to swell the School Rally.

When Mrs. Bethune returns to the College I shall be very glad to inform her that you want your gift to go to her personally and we will withdraw this amount from the Endowment campaign fund.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

Memo

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date - August 3, 1939.

To- Mr. Thomas T. Baldwin

From

Subject Orders for Stock Feed

I should appreciate it, if you will send in your requisitions for Feed a day or two before you are actually out, for during this month when there is very little income, I must have this time to find money with which to pay for the orders. I know that you must have stock feed, but I desire to avoid adding charges to the balances already due the Feed Companies, if possible, during this "dry" financial period.

If, after two days I cant get the cash I shall, of necessity, have the orders charged.

Thank you for your cooperation in this particular.

B. Mitchell
blm

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date August 5, 1939

To - Mr. Coleman, Mrs. Bass, Miss Williams

From

Subject

The Boarding Department will close after supper this evening for all except our work boys and the three employees on the staff who are offered board and room as part of their compensation for service during the summer.

Please make arrangements accordingly.

B. L. Mitchell, Secretary.

Memo

August 5, 1939

MEMO TO MRS. DAVIS -

I am sending out the notice to the effect that the Boarding department will officially close after supper this evening.

Pursuant to our conversations, we will let Mrs. Hart off today. Laetitia Townsend, Evans and Swain will carry on with the preparation of meals for the work students and for those employees who will have their meals in the boarding department during the summer. For the convenience of this department, I am listing the names of work students and employees for whom meals should be prepared from this date until the opening of the Fall quarter:

1 - Miss W. Gertrude Brown, Director of Women
2 - Miss Eloise Troutman, Secretary
3 - Miss Thelma Nixon, Bookkeeper
4 - Miss Nadine Dickerson, Secretary (Noon-meal only
5 - Miss May Gramling, Secretary, Dean's Office
6 - Mr. Thomas T. Baldwin, Agriculturist
7 - Mr. Millard Nateal, Mechanic
8 - Mr. Erskine Williams,
9 - Mr. Richard Williams

10 - Alfred Evans
11 - Nathaniel Floyd
12 - Willie Fluett
13 - Henry Swain
14 - Carl Williams

Very truly yours,

Bertha L. Mitchell, Secretary.

August 8, 1939

Mr. T. M. Elliott
Galimesa (Via Redlands)
California

Dear Mr. Elliott:

Thanks for your letter of recent date, and for your interest in Bethune-Cookman College.

You may secure a photograph of Mrs. Bethune from the following publishers:

Associated Publishers
1538 9th Street, Northwest
Washington, D. C.

With best wishes,

Sincerely yours,

Secretary of the College.

t

August 8, 1939

Mr. Armond W. Scott, Judge
Municipal Court of the
District of Columbia
Washington, D. C.

Dear Judge Scott:

May we express our deep gratitude to you for your generous pledge of $100.00 to Bethune-Cookman College - payable September 1st, 1939.

Judge Scott, we are indeed grateful for this manifestation of your confidence and interest in Bethune-Cookman College.

You will be happy to know that the Endowment Rally, celebrating Mrs. Bethune's birthday on July 10th, was both beautiful and materially helpful. Mrs. Bethune was over-whelmed with gratitude for the evidences of confidence in her work and her service, that came from all sections of the country. Truly, no greater Birthday Gift could have been presented to her than the total of $1,100 to the permanent endowment of Bethune-Cookman College. This total has since grown to $1,500.

We request your continued interest and the use of your influence with others who, like you, wish to share in making Mrs. Bethune's vision a permanent educational Institution.

Sincerely,

Secretary of the College.

August 8, 1939

Mr. M. C. Jenkins
516 East Pok Avenue
Savannah, Georgia

Dear Mr. Jenkins:

In reply to your letter of August 1,

I wish to refer you to the following person:

Mrs. Willi[illegible] D. Newman
413 N. Spruce Street
Daytona Beach, Florida

Mrs. Newman has a nice tourist home and I am sure she will accommodate you and Mrs. Jenkins.

With best wishes,

Sincerely yours,

Secretary of the College.

August 8, 1939

Mr. Welton H. Henderson
Field Secretary
Room 404 Southern Aid Building
214 East Clay Street
Richmond, Virginia

Dear Mr. Henderson:

May we express our sincere gratitude to you for your interest in Bethune-Cookman College and in Mrs. Bethune.

We deeply appreciate your gift of $10.00 to the Permanent Endowment Fund, which Mr. Lanier has sent down to us.

You will be happy to know that the Endowment Rally, celebrating Mrs. Bethune's birthday on July 10th, was both beautiful and materially helpful. Mrs. Bethune was overwhelmed with gratitude for the evidences of confidence in her work and her service, that came from all sections of the country. She was greatly encouraged and in one of her inimitable talks, rededicated her life to service to her people. Truly no greater Birthday Gift could have been presented to her than the total of $1,100 to the permanent endowment of Bethune-Cookman College. This total has since grown to $1,500.

Although the Endowment campaign was launched just four months ago, the total of cash contributions to date is $5,700. Our efforts will not abate until the goal of $135,000 is reached.

We request your continued interest and the use of your influence with others who, like you, wish to share in making Mrs. Bethune's vision a permanent educational Institution. We enclose leaflets which may be handed to other prospective friends.

Sincerely,

Bertha L. Mitchell,
Secretary.

encs

Bethune-Cookman College
Daytona Beach, Florida

Mary McLeod Bethune, *President*
William M. Cobb, *Treasurer*

Jeanty

August 9, 1939.

R 3409

Dear Mrs. Ranslow:

I made investigation at the First Atlantic National Bank, concerning the deposit of $25.00 which appeared on our Endowment Fund Bank Statement, as having been made on July 31, 1939.

I find that this represents the amount of the Coupon from the Central Illinois Electric and Gas Bond that was called, and was deposited to the Endowment Account, instead of the Operating Account, in error. The bookkeeper at the Bank suggests that we issue an endowment check to get this amount to the operating account, in view of the fact that the transaction occurred in another month.

I enclose this check for your signature. Receipt will be issued from the Regular Fund to the Endowment Fund.

Sincerely,

Bertha L. Mitchell

August 9, 1939.

Dear Mrs. Ranslow:

I made investigation at the First Atlantic National Bank, concerning the deposit of $25.00 which appeared on our Endowment Fund Bank Statement, as having been made on July 31, 1939.

I find that this represents the amount of the Coupon from the Central Illinois Electric and Gas Bond that was called, and was deposited to the Endowment Account, instead of the Operating Account, in error. The bookkeeper at the Bank suggests that we issue an endowment check to get this amount to the operating account, in view of the fact that the transaction occurred in another month.

I enclose this check for your signature. Receipt will be issued from the Regular Fund to the Endowment Fund.

Sincerely,

August 9, 1939

Mrs. Janie Porter Barrett
Superintendent
Virginia Industrial School for
Colored Girls
Peak's Turnout, Virginia

Dear Mrs. Barrett:

Thanks for your letter of July 22.

As requested in your letter, we have made the receipt out to you instead of the Virginia Industrial School.

With best wishes,

Sincerely yours,

Secretary of the College.

t
1 enclosure

August 9, 1939.

Miss Margaret Rhodes,
C/o Miss Marcia Henry,
Hiriam, Ohio.

My dear Miss Rhodes,

I cannot tell you how much we appreciated your recent warm letter and your generous contribution of $100.00. This did meet such urgent, immediate needs. We enclose receipt for this amount.

Mrs. Bethune is here for a few days, making final check on reports and the closing, and going over plans for the work during the summer. She will leave for Washington tomorrow morning.

I felt that you would be interested in the enclosed full report of the Endowment Fund, as of August 1st. We feel greatly encouraged over the success of this work, even though we have not been able to secure many large donations.

We leave for Kentucky Friday.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.

encs.

August 9, 1939

Mr. E. B. Kursheedt
606 North Halifax Avenue
Daytona Beach, Florida

My dear Mr. Kursheedt:

Thanks for your letter of recent date, and for the offer given on your pianos.

We regret we cannot consider purchasing a piano at this time.

With best wishes,

Sincerely yours,

Secretary of the College.

t

August 9, 1939.

Knight Brothers Paper Company,
Jacksonville, Florida.

Gentlemen:

Please fill the following order, C. O. D. immediately:

1000 Envelopes, as per sample enclosed.

Please send this order as soon as possible,

Very truly yours,
BETHUNE-COOKMAN COLLEGE,

B. L. Mitchell, Secretary.

1
Enc.

Memo/

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida August 10, 1939.

INTER OFFICE COMMUNICATION

Mrs. Irene K. Nix

Date

To Mrs Irene K Nix

From

Subject

Miss Brown will be needing, during these weeks before the opening of the Fall term, some help in the dormitories in the forenoon. If you will be willing to give this help to her, we will be glad to have you occupy the room in that building without charge during this period.

B. L. Mitchell.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER - OFFICE - COMMUNICATION

Date August 10, 1939

To Mr. Van Poole
From B. L. Mitchell
Subject

Please have the boys to transfer the things that are now in Mr. Coleman's office to the Alumni Office, Mr. Simpson's office, and have the loom that is in the art department fixed and transferred to Mr. Coleman's office for the sewing department.

Dictated by Mrs. Bethune.

17

August 11, 1939.

Mrs. Daphne Duval,
839 North Garden Street,
Gainesville, Florida.

My dear Daphne:

Your letter of July 31st was a pleasant surprise.

Mr. Lanier's Washington address is 5310 East Capitol Street, Northeast. However, he is now in Florida - West Palm Beach - I believe. He drove down with his family, bringing Mrs. Bethune as far as Daytona Beach, last Saturday. No doubt they are still in the State. Perhaps you know the address of Mrs. Lanier's family in West Palm Beach.

I am sure you have young ladies rather than children around you now. My youngster has grown and developed so rapidly that I can hardly remember her baby days.

Ben is fine and sends love to you and Alex.

With best wishes,

Sincerely yours,

August 16, 1939

Attorney J. Leonard Lewis
Real Estate Department
Afro-American Life Insurance Co.
105 East Union Street
Jacksonville, Florida

Dear Attorney Lewis:

We have inspected the property on Cherry and Campbell Streets, owned by Mrs. Mary McLeod Bethune, which the Afro-American Life Insurance holds a mortgage on.

We found the work done by Mr. Theodore Thompkins to be satisfactory and the houses are in good shape. All of the houses are rented and the tenants are satisfied with the condition of the houses.

With best wishes,

Sincerely yours,

Secretary of the College.

t

Warren

August 16, 1939

Mr. S. Henry Grillo
2566 Nicholas Avenue, NE
Washington, D. C.

Dear Mr. Grillo:

May we express our sincere gratitude to you for your contribution of $1.45 to our Birthday Club. Receipt for same is attached.

We have just closed a very successful Summer Session and have prospects for an equally successful Winter Session.

We shall be glad to have you stop by to see us when you are in this vicinity.

Sincerely,

Bertha L. Mitchell

m

August 19, 1939

Mr. Eugene E. Kemp
6306 N. W. 14th Avenue
Miami, Florida

Dear Mr. Kemp:

Your letter of August 18 was received in the absence of Mrs. Mitchell from the college. However, I am sending you such literature as I feel will be of help to you in planning your talk for Tuesday night.

With best wishes,

Sincerely yours,

Eloise Troutman.

t

August 21, 1939

Mrs. Majorie Skinner Green
1722 N. W. 5th Court
Miami, Florida

My dear Majorie:

May we express our sincere gratitude to you for the lovely books given to our music department. We shall always cherish these books. Mr. Green, for so many years, has been close to our work and we have felt so close to him.

It was nice of you to think of us and to send these useful books to our music department. May God bless you, Majorie, and may you continue to be thoughtful of us and prayerful for us.

With best wishes,

Sincerely yours,

B. L. Mitchell,
Secretary of the College.

P. S.

Mrs. Bethune is away from the college. I am sure you will hear from her upon her return.

August 21, 1939

Miss Adel Robinson
208 NW Third Avenue
Fort Lauderdale, Florida

Dear Miss Robinson:

Thank you for your letter of August 19 with enclosure of $2.00 for room reservation. Receipt for same is attached.

We regret that room #38 is already occupied, but we can reserve room #37 for you. It is a front room on the second floor.

Under separate cover we are mailing you a circular of information with application blank in the back.

With best wishes,

Sincerely yours,

Bertha L. Mitchell

blm/d

August 21, 1939

Miss Juanita R. Groover
550 E. Bloomer Street
Monticello, Florida

Dear Miss Groover:

Your letter of August 17 has been received. We regret to know that you do not have a position for the term.

Mrs. Bethune is out of her office at the time, therefore, I suggest that you write Superintendent Gray and apply for a position in one of his schools using Mrs. Bethune's name for reference.

Sincerely yours,

Bertha L. Mitchell,
Secretary

blm/d

August 26, 1939

Mr. Matthew Herbert Estaras
Lincoln High School
Bradenton, Florida

Dear Mr. Estaras:

Your letter of August 22 has been received in the absence of Mrs. Bethune from the College.

We are very glad to know that your sister is planning to enter Bethune-Cookman in September. We are enclosing one of our 1939-40 Bulletins.

You may write Mrs. Bethune at 1812 - 9th St., Northwest, Washington, D. C. relative to the position you are interested in.

With best wishes,

Sincerely yours,

B. L. Mitchell,
Secretary of the College

t
1 enclosure

August 28, 1939.

Dean George W. Gore, Jr.
Tennessee A and I State College
Nashville, Tennessee

My dear Dean Gore:

Your letter of August 22nd was received in the office in President Bethune's absence. In view of your request for an immediate response, I am sending the communication and the form to Mrs. Bethune in Washington. I feel that she will want to reply personally to your inquiry concerning Mr. Hunter Nathaniel Johnson.

With best wishes,

Sincerely yours,

Secretary of the College.

August 31, 1939

Miss Emmaline Knight
Route 1, Box 18
C/o Minne Sapp
Oviedo, Florida

My dear Emmaline:

I hope you had a safe and pleasant trip and have enjoyed your short vacation.

I received a wire from Margaret stating that she would arrive here Sunday, September 3. She asked that you have the house clean and dinner prepared for six. I will furnish the supplies for the dinner.

Please report immediately.

Sincerely yours,

Bertha L. Mitchell
Secretary of the College.

t

September 1, 1939

Mr. J. Roy De Vane
Box 118
Tomahawk, North Carolina

Dear Mr. [illegible]eVane:

Thanks for your letter of August 30. We regret to state that we have so many applications from Florida students that we cannot consider out-of-state applicants.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID COMMITTEE.

t

September 2, 1939

Mr. Milton C. Lewis
101 Sterling Street
Greenville, South Carolina

Dear Mr. Lewis:

Your letter of August 29 has been received in the absence of Mrs. Bethune from the college.

Mrs. Bethune will be here in late September at which time you will hear from her.

With best wishes,

Sincerely yours,

Secretary of the College.

t

September 4, 1939.

Mr. Eugene E. Kemp,
Liberty Square Housing Project,
6306 Northwest 14th Avenue,
Miami, Florida.

My dear Mr. Kemp:

Upon my return from Kentucky I received your letter of August 18th. Miss Troutman also told me that you had visited the school and that the material you desired was in your hands. I hope that your talk went over "big" and that the literature helped you.

We are all so proud of the fine record of your work at Liberty Square. I hope that you will continue successful and that your home life may not be marred further by illness. We should be interested to know if your wife has fully recovered as yet.

I am sure you were pleased with the progress of the Project here. We are so happy to have it, for it is so greatly needed.

With best wishes,

Sincerely yours,

Secretary of the College.

September 5, 1939

Mrs. Ada M. Lee
2104 Lee Street
Jacksonville, Florida

My dear Mrs. Lee:

We are not expecting Mrs. Bethune here until the 10th of this month. I do wish it was possible for her to be present at the Homecoming Day Program of the Mary McLeod Bethune Circle - Thursday. I know how hard it is to keep a group of people interested and to keep things moving forward.

We are grateful for your interest in Bethune-Cookman College and for all that you have done to help put over the program of this Institution.

With every good wish for [illegible] successful program, I am

Sincerely yours,

Secretary of the College.

t

Student

September 5, 1939.

Mr. John Artis,
805 Carter Street,
Orlando, Florida.

My dear Mr. Artis:

We are working very hard to get the buildings in shape for the opening of school. There is much painting to be done and we need your services for this period before the opening of school. You could thus add something to the $12.50 credit you already have in the office for your summer work.

If you are not working, please report for work here immediately. You will be compensated at the rate of $20.00 per month, plus board androom, until the opening of school, when you will go on the scholarship aid basis allowed Football men.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

September 7, 1939

Rev. G. W. Lumbard
37 West 131st Street
Apartment 4-E
New York, N. Y.

Dear Rev. Lumbard:

Thanks for your letter of September 5, relative to your son entering Bethune-Cookman College.

We do not accept students at the age of thirteen and who have not completed their high school work. Our high school department has been discontinued.

We shall be happy to have your son enroll with us when he has completed his high school work.

With best wishes,

Sincerely yours,

Secretary of the College.

t

September 7, 1939

Mr. E. B. Jenkins, Chairman
Transportation Committee
415 South Campbell Street
Daytona Beach, Florida

Dear Mr. Jenkins:

Thanks for your letter of September 6, requesting the use of our Bus for a Picnic to Ormond Beach - September 18.

Freshman week starts September 18th, and our Bus will be in use all day transporting students from the station to the college.

We regret that it is not possible for us to grant your request.

With best wishes,

Sincerely yours,

Secretary of the College.

t

September 12, 1939

Mrs. Clara M. Estes,
Supervisor of Girls' Projects,
National Youth Administration,
Jacksonville, Florida.

My dear Mrs. Estes:

Mrs. Bethune is here and I have discussed with her and with Dean Bond, the conference with you relative to the Girls Project here this year. They agree with everything we planned and we all assure you of our fullest cooperation in making the project most successful this year.

Both Dr. H. E. Bartley, physician, and Dr. E. A. Graham, Dentist, are agreeable to the plan of taking care of the girls for the monthly salary of $15.00 and $7.50, respectively. Miss Brown will hold their places in the Dormitory until they arrive. Mrs. Bond and I will use all possible influence in having the the College Women's Club to help the Silver Leaf Charity Club furnish materials for the sewing project. I called Mrs. Stocking and gave this information to her.

Please let us know if there is anything further to be done about the matter at this time.

Sincerely yours,

College Secretary.

September 12, 1939

Knight Brothers Paper Company,
Jacksonville, Florida.

Gentlemen:

We enclose herewith check to close out our account balance, together with purchase order for paper supply. Please give us the usual account terms on this new order. We will regard your account period regulations. The past summer has been very hard for us, but with school opening on September 18th we will again be in position to carry our business in the way it should be carried.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

2 enclosures

September 12, 1939.

Mrs. Sevilla Lowe Brown
440 North 60th Street
Philadelphia, Pennsylvania

Dear Mrs. Brown:

We have received, through Dean Bond, your remittance of $83.00, sent to cover entrance expenses, books and physical education uniform for your daughter, Catherine Brown.

We enclose official receipts for the remittances credited to your daughter's school account, and for the books and physical education uniform deposit. Please bring these receipts with you when you come to the Business office for registration. The deposits will be refunded at any time the young lady needs them for book purchases and for the uniform when it comes.

We note that you sent $20.00 for annual fees, $20.00 for tuition for the first quarter, $20.00 for first month's board, room and laundry, and an additional $10.00. No doubt you did not know that $10.00 of the annual fees was included in the $50.00 listed for entrance. In view of the fact that you are paying the annual fees in full, we are just crediting this $10.00 to the second month's board, room and laundry, and when it is due, you will owe only $10.00 more.

With gratitude for your confidence in us, I am

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

2 enclosures

September 13, 1939

Miss Doris El[illegible]ora Francis
241 South Campbell Street
Daytona Beach, Florida

Dear Miss Francis:

We have given careful and sympathetic consideration to your application for a tuition scholarship in Bethune-Cookman College.

We regret to state that it is impossible for us to grant you a tuition scholarship this year. It is our policy to give a scholarship to one of the three highest ranking students of a high school graduating class. We have given a scholarship to the valedictorian of your class and wish it was possible for us to do likewise for you, but our limited funds will not permit us to reply favorably to your request.

We sincerely hopw that you will come to us as a regular student. If any additional aid is available during the year, we will be glad to direct it your way.

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID
COMMITTEE.

t

September 13, 1939

Miss Inez D. Walden
Masonic Temple
210 Broad Street
Jacksonville, Florida

Dear Miss Walden:

Thanks for your letter of September 11, calling to our attention the case of Miss Kathryn Baker, 748 West Church Street - Jacksonville.

We regret that it is impossible for us to help Miss Baker at this time. All NYA aid has been allocated.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID
COMMITTEE.

t

September 13, 1939

Miss Lula McClendon
1128 McDonald Avenue
Eustis, Florida

Dear Miss McLendon:

In reply to your letter of September 9, we wish to advise you that it is not possible for us to make an extension on entrance expenses. You must come prepared to pay your entrance expenses.

With best wishes,

Sincerely yours,

Bertha L. Mitchell
SECRETARY STUDENT AID
COMMITTEE.

t

September 14, 1939

Miss Ola McGhee
Cocoa, Florida

Dear Miss McGhee:

Permission is hereby granted you to live in the city and attend Bethune-Cookman College as a day student.

We shall look forward to greeting you here - September 18, 1939.

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID
COMMITTEE.

t

September 14, 1939

Miss Jessie R. Monroe
P. O. Box 484
Cocoa, Florida

Dear Miss Monroe:

Thanks for your letter of September 11, and for having encouraged two students to enter Bethune-Cookman College.

We are very happy to grant Miss Ola McGhee permission to live in the city. We are writing her to that effect today.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID
COMMITTEE.

t

September 14, 1939

Miss Ola A. McGhee
Box 753
Cocoa, Florida

Dear Miss McGhee:

Permission is hereby granted you to live in the city with your Aunt, Mrs. Mattie Gunn, 366 Spruce Street, and attend Bethune-Cookman College as a day student.

We shall look forward to greeting you here - September 18, 1939.

Sincerely yours,

Bertha L. Mitchell,
SECRETARY STUDENT AID
COMMITTEE.

t

September 14, 1939

Miss Ernestine Headings
Route 3, Box 442
Miami, Florida

Dear Miss Headings:

In your letter of September 9, you did not give the names of the people you would like to stay with in the city. It will not be possible for us to grant you permission to live in the city until we have received this information.

With best wishes,

Sincerely yours,

Bertha L. Mitchell
SECRETARY STUDENT AID
COMMITTEE.

t

September 14, 1939

Miss M. J. Alorrah
811 Constant Street
Tampa, Florida

Dear Miss Alorrah:

Thanks for your letter of September 11, stating your desire to publish a Classic of approximately 96,000 words. You are to be congratulated for having written such manuscript.

Mrs. Bethune is very busy at the present making preparation for the opening of school. As soon as she has a spare moment, I shall be glad to call her attention to the matter.

With best wishes for your continued success in this field, I am

Sincerely yours,

B. L. Mitchell,
Secretary of the College.

t

September 14, 1939

Mrs. Mollie Sanctious,
311 Northwest Fifth Avenue,
Fort Lauderdale, Florida.

My dear Mrs. Sanctious:

Thank you very much for your money order for $38.00, to be applied on your son's account for the 1939-40 year, first quarter. We enclose official receipt for this amount.

There has been a change in our charges, as you will note from the enclosed Circular of Information. The entrance expenses are as follows:

$20.00 - 1st Quarter tuition
10.00 - On a/c of 1st Quarter fees
20.00 - 1st months board, room and laundry
$50.00

This $38.00 you have sent will apply on the entrance expenses, leaving a balance of $12.00 yet to be paid. Our monthly charges for board, room and laundry have been increased from $18.00 to $20.00 a month, because of the increase in all commodities.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

1 enclosure

September 15, 1939

Miss Ida Barnes,
620 Sanford Avenue,
Sanford, Florida.

My dear Miss Barnes:

On the same day I wrote you, I wired the donor of the scholarship I intended for you, telling her of the great need for the full amount that she has contributed for years. I have received her reply, stating that she will do her best to provide the full amount this year.

I have just received your letter of September 14th and I am so glad that I can write you, stating that this aid, which will cover your full board and room expense, will be available. You will just have to pay your tuition and fees - $80.00 for the year - as I told you in the summer.

I shall want to talk with you when you come over, and give you your assignment for work. Meanwhile, I was a little disappointed in the tone of your letter. Even though you felt it keenly that, apparently, the full scholarship was not available, it would have been so fine, I think, to express gratitude for what was offered. As I told you, there are only two of these scholarships in the school, and you were selected to be the recipient of one, because of Mrs. Bass' fine recommendation of you.

If you will accept the offer that will take care of your full board and room, paying your tuition and fees promptly as they are due, kindly let me hear from you.

Sincerely yours,

Secretary of the College.

September 18, 1939

Mrs. Eva A. Bethel
321 N. W. 11th Street
Miami, Florida

Dear Mrs. Bethel:

Your letter of September 16 enclosing money order for $50.00, covering first quarter's tuition and entrance fees for Veronica Bethel, has been received. We enclose official receipt for same.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t
1 enclosure

September 18, 1939

Mrs. Eva A. Bethel
321 N. W. 11th Street
Miami, Florida

Dear Mrs. Bethel:

Your letter of September 16 enclosing money order for $50.00, first quarter tuition, room and board and entrance fees, for Beatrice Veronica Bethel, has been redeived. Enclosed is an official receipt for same.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.
Secretary-Business Manager.

t
1 enclosure

Stu

Sept. 20, 1939.

Miss Ernestine Hedings,
531 Green Street,
Daytona Beach, Florida.

My dear Miss Hedings;

The routine investigation has been made and the special permission is granted to you to live in the city with your aunt, Mrs. Rachel Williams, at 531 Green Street.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

BETHUNE-COOKMAN COLL
ARCHIV

September 20, 1939

Miss Elizabeth Mohlman
Penney Farms, Florida

Dear Miss Mohlman:

Your letter of September 11 has been received.

We teach plain sewing, embrodiery, crocheting, knitting and rug weaving. We stress novelties and small attractive things such as bags, scarfs and blouses. We also make men ties and shirts.

We suggest that you write to some of the high schools for information concerning handwork that is suitable for grade and high schools to engage in at little cost.

With best wishes,

Sincerely yours,

Bertha L. Mitchell
Secretary-Business Manager.

t

September 21, 1939

Knight Brothers Paper Company
Jacksonville, Florida

Gentlemen:

Please fill the following order and ship to Bethune-Cookman College immediately:

500 - 9 x 12 Manila Envelopes, with clasp.

Please send this order as soon as possible.

Very truly yours,
BETHUNE-COOKMAN COLLEGE,

B. L. Mitchell, Secretary.

September 21, 1939

Miss Magnolia Bradley
Box 4
Rochelle, Florida

Dear Miss Bradley:

Permission is hereby granted you to live in the city with Mrs. Rufus Jones, 308 Second Avenue, Daytona Beach, Florida, and attend Bethune-Cookman College as a day student.

Sincerely yours,

Bertha L. Mitchell.
SECRETARY STUDENT AID
COMMITTEE.

Duval

September 25, 1939.

Rev. S. P. Rutlege,
1348 West Fifth Street,
Jacksonville, Florida.

My dear Rev. Rutlege,

In accordance with your request and the list of donors in your recent letter, I am sending individual receipts for the pastors of the charges, indicating that the gifts are covered by your official receipt. I hope that this will be entirely satisfactory to you and to these pastors.

We welcome your cooperation and help and sincerely hope that the interest on your District will grow during the year.

We had such a splendid opening and the student enrollment is fine. Mrs. Bethune returned to Washington yesterday but she will return to the College again in mid-October.

Thank you again for your interest.

Sincerely yours,

Bertha L. Mitchell,
Secretary.

enclosures.

September 26, 1939

Mr. John W. Howell
1947 Northwest 5th Court
Miami, Florida

My dear Mr. Howell:

It will be alright for you to come on now and register. We will give you a few weeks extension on your fees.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

bm

September 28, 1939.

Mrs. Alloria Douglass,
113 West 117th Street, Apartment 11,
New York City.

My dear Mrs. Douglass:

I have delayed replying to your letter of September 26th, which came yesterday morning, because I have been trying every possible way to comply with your request. The College can, you know, offer scholarship credit, but as for cash for such a purpose as you have mentioned, we are entirely handicapped. We will be happy to hold Virginia's aid and scholarship for her and Mrs. Margaret Bethune will do everything in her power to get you back on WPA when you return to Daytona Beach.

Mr. Coleman, Miss Brown and I will be in New York, for the "Bethune-Cookman Day" at the World's Fair, on October 7th. Mr. Coleman and Miss Brown are driving up in Mr. Coleman's car. So far as I know, no one else will be with them, as I am going up on the train. I am sure you could make arrangements with Mr. Coleman to return with him, if you could wait in New York that long. If you had a trunk to be sent down, I would be glad to bring it down on my ticket, and thus save you the expense of express. Get in touch with Mr. Coleman, at the Colored Masonic Temple Building, Jacksonville, Florida, and see if he will have the space and will bring you and Virginia down.

I am so sorry that I cannot find the Bus fare. I am sure you know that I would do this if I possibly could.

Sincerely yours,

Bertha L. Mitchell.

Sec.

September 28, 1939.

Mrs. Edna Clark,
1126 First Avenue, South,
St. Petersburg, Florida.

My dear Mrs. Clark;

Your letter of September 25th, addressed to Dean Bond, has been referred to my office for reply.

We are very happy to issue check for $7.50 to your daughter, Margaret, as a refund on the initial payment made on her entrance expenses. We are always glad tommake refunds where student accounts show credit balances. If Miss Clark will just come into the office and make requests for matters of this type, we will always handle them promptly.

I am sending for Margaret to tell her that her refund check will be issued tomorrow morning.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

September 30, 1939

Miss Adelaide Ramsdell
Hudson, Michigan

Dear Miss Ramsdell:

As requested in your letter of September 28, we are enclosing literature and Circular of Information of Bethune-Cookman College.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t
enclosures

Special Correspondence: Mitchell, Bertha (Outgoing) October - Dec

October 3, 1939

Mr. Edward William Geathers
Box 402
Winter Haven, Florida

Dear Mr. Geathers:

We are very sorry to know you cannot enter school this year. We cannot transfer the scholarship, granted you this year, to the student aid list for next year, 1940-41. If you will send in your application early enough next year, we will be glad to give you the same opportunity.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary Student Aid
Committee.

t

October 3, 1939.

Mrs. R. J. Lewis,
Daytona Beach, Florida.

Dear Mrs. Lewis,

The total charge for tuition and fees for the year, if your daughter does not take any of the extra-fee courses, is $80.00. This means that you will have to pay $9.00 a month. Please be sure to send the $4.00 by Thursday. I will permit her to register tentatively until that date.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

COPY

October 3, 1939.

Mr. T. E. McKinney, Chairman,
Commission on Higher Institutions,
Association of Colleges and Secondary Schools,

Johnson C. Smith University,
Charlotte, North Carolina.

My dear Mr. McKinney:

Your request of September 27th, to hold the meeting of the Commission on Higher Institutions of the Association of Colleges and Secondary Schools for Negroes, on the campus of Bethune-Cookman College, has received the approval of President Bethune and the Administrative Staff Committee.

We shall be very glad to have your group here on October 26 and 27. Our usual charge for board and lodging is $1.00 per day for each individual.

May we assure you of the fact that we will consider it a real privilege to entertain your group at Bethune-Cookman College.

Sincerely yours,

Bertha L. Mitchell, Secretary.

October 3, 1939.

Mrs. Ethel Elliott,
374 Manhattan Avenue,
Apartment 5-N,
New York City.

My dear Mrs. Elliott:

The great pressure of work incident to the opening of school has prevented my sending a reply to your letter of September 25th, prior to this time.

I have talked with your daughter and the other little girl relative to their entrance in school. I am so sorry, Mrs. Elliott, that I have no authority to extend the time for payment of entrance fees. Our parent Board demands of us the report of collection of first month charges. We can, of course, extend small amounts into the second month, but we cannot have a student enter without paying the major portion in cash.

Please be assured of the fact that we will welcome the girls to our student body and hope that it may be possible for you to plan to have them enter soon. I enclose circular of information for your study, in order that you may be familiar with our requirements.

Sincerely yours,

Bertha L. Mitchell, Secretary.

October 4, 1939.

Mrs. A. E. Girardeau,
1223 West 13th Street,
Jacksonville, Florida.

My dear Mrs. Girardeau,

At the request of Dean Bond, I permitted Elizabeth to register, paying $10.00 on her entrance charges of $42.50. As you know, the entrance expeses are $50.00 - $20.00 for first quarter tuition, $20.00 for first month's board, room and laundry, and $10.00 on account of the annual fees. As Elizabeth is entered for $7.50 a month NYA aid, this would make her charges for the first month $42.50.

I expected to hear from you within a few days after registration, but find that no additional payment has been made. You are familiar with our regulations in regard to student accounts, hence I just send this note to earnestly request you to settle this balance of $32.50. The second school month comes in on October 15th, when the board, room and laundry will be due for the period October 15-November 11. I know just how difficult it will be for you to let these payments double up and have to be paid at one time.

May I hear from you by return mail?

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business-Manager.

October 4, 1939

Mrs. Ethel Landson
1503 Nebraska Avenue
Tampa, Florida

Dear Mrs. Landson:

Your letter of October 2, addressed to Dean James A. Bond - with Money Order enclosed for $85.00, for one-third of your son's expenses in Bethune-Cookman College, 1939-40, has been referred to this office for reply. We enclose official receipt for same.

We have a very large enrollment this year and are looking forward to a great year. We are happy to welcome your son at Bethune-Cookman College.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t
1 enclosure

October 6, 1939

Miss Ella Olivia Jenkins
Bethune-Cookman College

Dear Miss Jenkins:

Thanks for your letter of October 5. You will have to make application for summer work in the spring. We cannot tell at this early date just what will be available at that time.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. F. S. Jackson, Principal
Howard Academy
Monticello, Florida

Dear Mr. Jackson:

Thanks for your letter of October 4.

We had so many prompt responses that the project was filled when we received your letter. We thank you for your cooperation, and assure you that your boys will be given first consideration when something else is allowed us.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. Theodore Johnson
209 N. Sixth Street
Fernandina, Florida

Dear Mr. Johnson:

Mr. W. V. Nixon, Principal Peck High School, has recommended you as a promising young man who is interested in training in Agriculture and Mechanic Arts. We have accepted his recommendation, and are asking that you report Monday, October 9, for registration.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. Samuel J. McCaslin
P. O. Box 661
High Springs, Florida

Dear Mr. McCaslin:

Thanks for your letter of October 1. Please report Monday, October 9, for registration.

Sincerely yours,

Bertha L. Mitchell.
Secretary of the College.

t

October 6, 1939

Mr. W. V. Nixon, Principal
Peck High School
Fernandina, Florida

Dear Mr. Nixon:

Thanks for your prompt reply to our letter of September 29, and for your recommendations.

We have received such enthusiastic responses to the announcement that we are able to take only one boy from each town. We are sending Theodore Johnson a letter today, asking him to report Monday for registration. If a vacancy should occur or a boy should not report, we shall be glad to consider another one of your boys.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. O'Curlist Alexander
Route 3, Box 28
Hawthorne, Florida

Dear Mr. Alexander:

Please report Monday, October 9, for registration.

Sincerely yours,

Bertha L. Mitchell.

t

October 6, 1939

Mr. H. L. Roundtree
P. O. Box 133
Melbourne, Florida

Dear Mr. Roundtree:

Thanks for your letter of October 4.

We had so many responses that the project was filled when we received your letter. We thank you for your cooperation, and assure you that your boys will be given first consideration when something else is allowed us.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. James Roberts
Central Academy
Palatka, Florida

Dear Mr. Roberts:

Mr. A. J. Polk, Principal Central Academy, has recommended you as a promising young man who is interested in training in Agriculture and Mechanic Arts. We have accepted his recommendation and are asking that you report Monday, October 9, for registration.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. Ernest Wideman
511 Campbell Street
Daytona Beach, Florida

Dear Mr. Wideman:

Mr. Maxwell W. Saxon has recommended you as a promising young man who is interested in training in Agriculture and Mechanic Arts. We have accepted his recommendation and are asking that you report Monday, October 9, for registration.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 6, 1939

Mr. A. J. Polk, Principal
Central Academy
Palatka, Florida

Dear Mr. Polk:

Thanks for your prompt reply to our letter of September 29, and for your recommendations.

We have received such enthusiastic responses to the announcement that we are able to take only one boy from each town. We are sending word to James Roberts today, asking him to report Monday, October 9, for registration. If a vacancy should occur or a boy should not report, we shall be glad to consider your other boy.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 7, 1939

Mr. W. M. Wharton
Assistant General Passenger Agent
Atlantic Coast Line Railroad Company
300 West Forsyth Street
Jacksonville, Florida

Dear Mr. Wharton:

Your letter of September 28 has been received in the absence of Mrs. Bethune from the College.

If we find that Mrs. Bethune will attend the American Association of Junior Colleges, we shall write you - making reservation later.

Thanks for your letter.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 9, 1939

Rev. A. H. Hamilton, Pastor
African Methodist Episcopal Churdh
311 W. Coal Avenue
Albuquerque, New Mexico

Dear Rev. Hamilton:

Your letter of September 29 has been received in the absence of Mrs. Bethune from the college. I suggest that you write her at 1812 9th Street, Northwest - Washington, D. C.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

October 9, 1939

Henry Holt and Company
257 Fourth Avenue
New York City

Gentlemen:

Thanks for your letter of October 5. The desk copy, sent with the order for 16 copies of Pargment Initiation a La Langue Francaise, is for Mr. Lansdowne.

Sincerely yours,

Bertha L. Mitchell
Secretary-Business Manager.

t

October 10, 1939.

Knight Brothers Paper Company,
Union Terminal Warehouse,
Jacksonville, Florida.

Gentlemen:

We enclose purchase order for paper, which we hope you will ship as soon as possible.

We wish to inquire as to the football electrotype cut which sells at $3.35 that you have been advertising. Can this cut be used on a mimeograph machine? If so, would special brown ink have to be secured? Can it be used on any except glazed surface paper?

We should appreciate information relative to this electrotype cut, by return mail.

Sincerely yours,
BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

enc-order

October 11, 1939.

J. H. Thompson Company,
Jacksonville, Florida.

Gentlemen:

We are in need of tumblers for our dining hall and would like very much to have one of your current catalogs in order to make up an order.

Will you be kind enough to send us a catalog at your very earliest convenience?

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

October 16, 1939.

Miss Evelena E. Williams,
1220 West 21st Street,
Jacksonville, Florida.

My dear Miss Williams,

We wish to acknowledge receipt of your letter of October 10th with enclosure of money order for five dollars to be applied to your credit in this Institution. We are enclosing herewith official receipt for this amount.

We sincerely hope that you will find it possible to enter school in the near future. In the meantime continue to send in whatever you can to be applied on your schooling.

With best wishes, I am

Sincerely yours,

Martha L. Mitchell,
Secretary of the College.

mmb-b
Enclosure Receipt $5.00

October 17, 1939.

Miss Floy Britt,
3612 Twenty-third Street,
Tampa, Florida.

My dear Miss Britt,

I hope you will forgive me for not replying to your letter immediately. We have been literally swamped with work and in the midst of it, I had to go to New York for our meetings at the World's Fair.

Annie Mae told us when she entered that she would need as much aid as possible. With this in mind, I interceded for her to work with Dean and Mrs. Bond, in their home, in her spare time, in order to earn her board. She has been doing this very satisfactorily. In order to help with her room-rent in the dormitory and a part of her tuition, we are allowing her $8.50 a month NYA aid. Her charges, therefore, will be about as follows;

Tuition for the year -----	$60.00	
Fees for the year ---------	20.00	
Room-rent for the year @ $5.00 a month -------	45.00	- (this includes (laundry
TOTAL ---------------------	$125.00	
NYA - 9 mos @ $8.50 ------ Credit	76.50	
Balance to be paid in Cash for yr. ---	48.50	✓

3)48.50 ✓
16.16

This balance may be paid 1/3 each quarter, in December, March and May, or monthly, at the rate of $5.40 a month.✓ Let us know just when it is most convenient for you to pay it. Annie Mae is

October 17, 1939.

Mr. Elmer D. Geathers,
Box 402,
Winter Haven, Florida.

Dear Mr. Geathers,

Your letter of October 16th, addressed to Dean Bond, has been referred to my office for reply. All business office transactions are under our supervision.

The second month's charges were due on Monday, October 16th. I enclose a sheet which will indicate to you the dates each month when the charges are due. For this month we have made an extension of six days. Please, therefore, have your daughter's charges for fees in by Saturday, October 21st.

With gratitude for your patronage, we are

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

1 enc.

October 18, 1939.

Mr. S. Burns Weston, State Director,
National Youth Administration in Ohio,
Hoster Building,
Columbus, Ohio.

My dear Mr. Weston:

May we thank you for your kindness in senting copy of "The Beauty Operator" for our study in carrying forward the work of our NYA Resident Project. We feel sure that this booklet will be of greatest possible help to us.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

October 19, 1939

Mrs. J. M. Washington
304 Brooklyn Street
Charleston, Missouri

Dear Mrs. Washington:

Thanks for your letter of October 10. We are enclosing a brief resume of the life of Mrs. Bethune. We hope this is the desired information.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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Enclosure

October 19, 1939

Miss Rita Nicolini
C/o Corpus Christi School
535 W. 121 Street
New York, N. Y.

Dear Miss Nicolini:

Thanks for your letter of October 12. As requested, we are sending you a Circular of Information and leaflets of Bethune-Cookman College. We hope you will find in this material the desired information.

With best wishes.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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enclosures

October 20, 1939.

Miss Margaret Rhodes,
C/o Fifth Avenue Bank,
New York City.

Dear Miss Rhodes,

Mrs. Bethune has sent down to us your generous contribution of $100.00 and we are happy to enclose official receipt for it. I cannot express to you how welcome this gift is, at this time. We are doing everything in our power to keep up the maintenance budget.

We have an enrollment of 228, with 15 additional students coming in on a special NYA project this week. I am sure you will be happy to know that we have a much larger number of male students this year than last year. Their presence is reflected very favorably in the Chorus.

Mrs. Davis, Eloise, Margaret and all who know you join me in kind regards to you.

Gratefully yours,

Bertha L. Mitchell, Secretary.

1 enclosure

October 21, 1939

Mr. Randolph Silas
Edward Waters College
Jacksonville, Florida

Dear Mr. Silas:

Thanks for your letter of October 12. We are very happy to know that you are at Edward Waters College and hope you will have a successful term.

The special NYA project has been completed.

With best wishes,

Sincerely yours,

Bertha L. Mitchell
Secretary Student Aid
Committee

October 21, 1939

Miss Juanita M. Hess
202 North Randolph Street
Lexington, Virginia

Dear Miss Hess:

Thanks for your letter of October 10. We are enclosing a leaflet which contains pictures of distinguished Negroes. For additional information on the Negro or the Education of the Negro, I suggest that you write to the Associated Publishers, 1538 Ninth Street, N. W. Washington, D. C. You may write to any colored Library for information on "The Education of the Negro".

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t
1 enclosure

October 21, 1939

Mr. D. B. Lasseter
State Administrator
National Youth Administration
Ten Forsyth Street Building
Atlanta, Georgia

Dear Mr. Lasseter:

Thanks for your letter of October 14, and for the bulletin "Beauty Culture as an Occupation", sent by Miss Elizabeth Larisey. This bulletin will be very helpful to our students in Beauty Culture and Personality Development Class.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

October 23, 1939.

Miss Enid C. Phillips,
202 West 136th Street,
New York, New York.

Dear Miss Phillips,

Your letter of October 11 has been received in the absence of President Bethune from the campus. She comes to the College once each month but her duties in Washington are so urgent that she can remain for only a few days each visit.

May I say that The College has completed all obligations for salary and expense to Mr. Gerald Allen and the file was closed last fiscal year. I understand that Mr. Allen is still in New York and I feel sure the matter concerning which you wrote will be satisfactorily adjusted by him. The address from which he last wrote to us was 351 West 114th Street, Apartment 2-[illegible] New York City.

Very truly yours,

Bertha L. Mitchell,
College Secretary.

October 23, 1939.

Rev. Thomas A. Huger,
84 Bridge Street,
Saint Augustine, Florida.

Dear Rev. Huger:

Our Staff Committee gave favorable consideration to your request of October 5th, to have the Bethune-Cookman Choral Club to give a concert in your church on Monday Evening, December 11th, 1939. We shall be happy to have the group go to you. We understand that this engagement is not for World Service, but that the proceeds will be turned over be the College to help meet maintenance needs.

With appreciation for your interest and continued cooperation,

Sincerely yours,

Bertha L. Mitchell, Secretary.

October 23, 1939.

Mrs. Nellie Lanier,
415 Northwest 5th Avenue,
Fort Lauderdale, Florida.

My dear Mrs. Lanier:

May I acknowledge receipt of your remittances sent by Western Union, which have been credited to your daughter, Irene's account. We enclose official receipts for these amounts.

For your information also, I am enclosing an itemized statement of Irene's account, through the second month. We are most grateful for your fine cooperation in getting the account into current condition. The enclosed payment sheet will indicate when monthly payments are due. If, at any time you cannot send your payment on time, just send me a note to be received a day or two before the payment date and I will make whatever extension, within the month, that you may need.

Sincerely yours,

Bertha L. Mitchell.

enclosures.

October 24, 1939

Mr. C. W. Jones
Williston Vocal School
Williston, Florida

Dear Mr. Jones:

As requested we are enclosing material which contains information of Bethune-Cookman College. We hope this will give you the desired information.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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Enclosures

Done

October 24, 1939.

Mr. George L. Stuart,
Orlando Typewriter Exchange,
15 South Main Street,
Orlando, Florida.

Dear Mr. Stuart:

One of the new Underwoods, Master Model, is not giving us good service. There is something wrong with the ribbon spools and we cannot reverse the ribbon, nor use the machine. Please have someone to service the machine immediately.

The last Woodstock Typewriter taken to your place for overhauling, did not hold up for very long, although we are billed for the usual repairs. Somehow or another the parts were not tightened, and kept falling off. When the Woodstock man came to service the Woodstock typewriters, he went over this one also and made additional repairs, which we had to include in our expense. I would appreciate it, therefore, if you would cancel the charge for servicing this machine, or reduce it in view of the fact that we had to have it gone over again. When you come over again I shall be glad to show you the date of the payment for additional repairs, in order that you may know that it did not hold up for more than a few days. We were too busy to let it out of the office again.

We shall appreciate your attention to the New Underwood, as soon as possible.

Very truly yours,

Bertha L. Mitchell,
Secretary.

October 27, 1939.

Knight Brothers Paper Company,
Postoffice Box 34, Station G,
Jacksonville, Florida.

Attention: Mr. C. A. Rudicill

Dear Mr. Rudicill,

We understand that the Electro-Type Football Form cannot be used except on a printing press. It is for this purpose that we are ordering it. Please, therefore, get this to us as quickly as possible, for our publicity in connection with our Homecoming game.

May we thank you for your explanation in this particular.

Sincerely yours,

Bertha L. Mitchell, Secretary.

Ben.

October 27, 1939.

E. A. Wright Company,
2545 North Broad Street,
Philadelphia, Pennsylvania.

Attention of Mr. S. P. Bickel.

Dear Mr. Bickel,

Thank you very much for your letter of October 17.

The estimated number of diplomas that we will need for our regular and summer sessions (1940) is 135. We expect these diplomas to be furnished us at the cost of $2.20 per set, the figure agreed upon last year.

With best wishes,

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

October 30, 1939.

Golden Syndicate Publishing Company
260 South St. Andrews Place
Los Angeles, California

Gentlemen,

May we thank you for sending us one copy Vol. VII of WHO'S WHO AMONG NORTH AMERICAN WRITERS, for study and approval.

Our Library is not very large and we do not have a very large budget for the purchase of books and periodicals. In consideration of our situation here our Librarian, who has gone over the Book carefully, states that it is not absolutely necessary, at this time, to have the Book on our shelves to meet our students' needs.

We are, therefore, returning the book by prepaid parcel post.

Again, may we thank you for your consideration.

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

October 30, 1939.

Mr. T. E. McKinney, Chairman,
Commission on Higher Institutions,
Johnson C. Smith University,
Charlotte, North Carolina.

Dear Mr. McKinney:

Thank you very much for your letter of October 23rd. We will be very glad to have your group here on Thursday and Friday, November 2nd and 3rd.

Mrs. Bethune has just left the campus, after a stay of five days and deeply regrets that she cannot remain for the meeting of the Commission. The National Council of Negro Women, of which she is president, is to have a meeting in New York on the same dates as the meeting here and she must be there, of course.

However, Dean Bond and our staff will do our best to make the meeting pleasant and effective.

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

October 31, 1939.

E. A. Wright Company,
Broad and Huntingdon Streets,
Philadelphia, Pennsylvania.

Gentlemen,

Mrs. Bethune is interested in securing some engraved personal stationery, of the size, quality and type as this sheet. She would want on the stationery just her name - Mary McLeod Bethune - in type just a little smaller than the "Bethune-Cookman College" on this sheet. I think it would be very lovely to have this name engraved either in gold or in black. She would not want an address for she will be using the stationery both in Washington and in Daytona Beach.

Will you please quote prices for 300 sheets and envelopes to match, and also on 500 sheets. The envelopes should have only the initials - M M B-on the back flap.

If you can furnish the stationery in an egg-shell colored paper, of this type and weight, please quote on that also.

We should appreciate samples of paper and type (style of lettering) for final selection, when you send the cash quotations.

Very truly yours,

Bertha L. Mitchell, Secretary.

STW.

November 1, 1939

Mr. Woodrow Parker
1719 W. Beaver Street
Jacksonville, Florida

Dear Mr. Parker:

Thanks for your letter of October 29, stating that you have $55.00 toward your expenses. We are enclosing a Schedule of Expenses which will give you a clear picture of how much money you will need during the Second and Third Quarters and how it is to be paid.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.
Secretary of the College

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November 6, 1939.

Mrs. Helen J. McCormick,
417 Arizona Avenue,
DeLand, Florida.

My dear Mrs. McCormick:

May we thank you for your remittance of $3.00, which has been credited to Alzora's board account. We enclose herewith official receipt for this amount.

I gave Alzora the note that you sent to her in my letter and I am sure you will hear from her very soon.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

November 6, 1939.

Old Dutch Carbon and Ribbon Company,
608 Laura Street,
Jacksonville, Florida.

Attention- Mr. James Y. Marr.

Dear Mr. Marr:

Thank you very much for your letter of November 3rd.

Mr. Simpson is no longer with us but we are handling the Business Office in connection with the work of the President's and General Offices.

Our books indicate that we have a balance of $22.85 due you, from purchases of last fiscal year. At the close of the fiscal year we had a small deficit and we have been trying to settle this, along with our regular obligations, during this first half of the year. May we assure you that we will do everything possible to clear up this bill within a few weeks.

Thank you for your quotation on carbon paper and ribbons. Although we are making every possible effort to economize we are buying some supplies when we have cash to pay for them. For that reason we are glad to have these quotations.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

November 7, 1939

Mrs. Fred C. Orr,
"The Cedars"
Conway Springs, Kansas.

My dear Mrs. Orr,

We wish to acknowledge receipt of your letter of recent date requestihg information on the life and works of Mrs. Bethune.

We are enclosing herewith a statement which gives a short resume of Mrs. Bethune's life, and some literature descriptive of the work being done at Bethune-Cookman College. We do hope that this information will be helpful to you in the discussion at the next meeting of your Club.

Very truly yours,

Secretary of the College.

blm-b
-Enclosures-

November 7, 1939.

Angelica Jacket Company, Inc.
107 West 48th Street,
New York City.

Gentlemen:

On September 27th we sent an order to you for caps and chef's coat. On October 4th you send an acknowledgment of the order, stating that there would be a delay in filling the order but that it would be sent as soon as possible.

To date we have not received the merchandise and we are at a loss to understand just why it has not been received. The order has been filed with you for over ammonth and we are very much in need of the equipment.

Will you please let us hear from you immediately?

Very truly yours,

BETHUNE-COOKMAN COLLEGE

Bertha L. Mitchell, Business Manager.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

INTER OFFICE COMMUNICATION BLANK

Date November 9, 1939

To - Dean Bond -

From

Subject

The Florida Motor Lines round-trip rate to Bradenton and return, is $5.90. Please note that I have quoted $4.25 each to Mr. Rogers for the Bradenton Home Economics' students.

Do you think we should serve lunch to these students without charge?

I have told Mr. Rogers that the price is based upon a minimum number of 30 passengers.

B. L. Mitchell.

We should serve lunch without charge.

Bond

Gen'

November 9, 1939.

Mr. J. Richardson Jones,
Y. M. C. A., Harlem Branch,
180 West 135th Street,
New York City.

My dear Mr. Jones:

I have received both your letter and your telegram relative to the charge for the titles for the Film. I wish so much that we might settle all bills when they are due and to provide, somehow, the cash for publicity purposes that seems so necessary. Alas, however, we must wait until the funds actually are received before we can move.

I enclose the school's check for $7.85, to cover the cost of the titles. In the face of your wire I am sending this air-special today, rather than waiting until November 10th, when it would ordinarily be sent - after student payments are received. I shall appreciate the receipted bill at your convenience.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

Enc - Check.

November 9, 1939.

Mr. Bernard Milton Jones,
2708 Seventeenth Avenue,
Tampa, Florida.

My dear Mr. Jones:

Thank you very much for your letter of November 4th.

We shall be so glad to have your sister as a member of the Bethune-Cookman student body. We shall be expecting her on Monday, November 13th, which will be the first day of the third month.

It is not possible to give her any student aid at this time. All allocation of aid was made before school opened, and the few adjustments that have had to be made since the opening have been made with students who are already here but whose names have been marked "urgent" on our mailing lists. I am sure your sister would be an asset to the program of any of the work projects but every single place is filled. I know you can appreciate this condition. We received over two hundred applications for aid this year and even now we are receiving them constantly.

I am so glad to hear of the success of your work there and hope that it may continue.

Mrs. Bethune should be in Florida during the first week of December.

Very truly yours,

Bertha L. Mitchell,
Secretary.

November 10, 1939

Mrs. Ola Brock
Sanford Avenue
Sanford, Florida

Dear Mrs. Brock:

May we express our sincere gratitude to you for your contribution of one dollar ($1.00) to the Golden Book of Bethune-Cookman College.

We enclose official receipt for same. Your contribution of one dollar brings both encouragement and material aid to us at this time. We are thankful for your friendship and for your continued interest in Bethune-Cookman College.

Please continue thoughtful of us and visit the college whenever possible.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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1 enclosure

November 10, 1939.

Mr. G. D. Rogers, President,
Central Life Insurance Company,
Postoffice Box 1092,
Tampa, Florida.

My dear Mr. Rogers:

I am happy to state that Bethune-Cookman will furnish lunches and do everything possible to make the visit of the Home Economics Department of the Bradenton High School a pleasant one. We hope that you will let us know very soon, the date you have decided upon, and the number in the group to come over. Let us know the hour when they will desire to leave, in order that we may have the Bus there for them.

In my previous letter I stipulated a minimum number of 30 passengers. If you think that it will be advantageous for the group to come, even though they may not have that full number, there will be no difference in the cost of the trip. Also, if you have any unfavorable reaction to the price that has been set, in consideration of the fact that it is far below the Motor Line rate, please let me know, for we are desirous, as you know, of advancing the Cause of Bethune-Cookman - first of all.

May we thank you for your continued interest in all that concerning the progress of the school.

Sincerely yours,

Bertha L. Mitchell,
Secretary.

Student

November 10, 1939.

Miss Willie Mae Brooks,
330 West 5th Street,
Lakeland, Florida.

My dear Miss Brooks:

Mr. Saxon and Miss Brown have referred to this office your letters concerning your trunk which was left here. I told them I would have the school truck to take the trunk to the express office and have it send, C. O. D. to you. It will be cheaper for you that way, than by sending it by Bus. We will try to have it sent tomorrow morning.

We have been so busy here that it has been impossible to see after the matter prior to this time.

I hope that your mother is comfortable. I know that you are doing everything you can to make her so. Please know that we sympathize with you in this trouble and hope that you may be able to return to school next year.

Sincerely yours,

Bertha L. Mitchell, Secretary.

November 14, 1939.

Mr. W. M. Heaven,
Piano Tuner,
Postoffice Box 983,
DeLand, Florida.

My dear Mr. Heaven:

Mrs. Hacker and Miss Roberts have reported that there is a pencil in the Mason and Hamlin Grand Piano. It must have fallen in there before we secured the cover for the Instrument.

We are very much concerned about this situation and I felt it best to write and ask you to come by the college on your next trip to Daytona Beach, and get this pencil out of the piano. We are afraid it may cause more serious trouble in the instrument.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

November 14, 1939.

Mr. F. E. Bryant,

Azucar, Florida.

My dear Mr. Bryant:

Your letter of November 8th, addressed to Dean Bond, has been referred to this office for reply.

You have been doing entirely right, in making your checks for Australia Zeigler's expenses, to Bethune-Cookman College. You will note, in the enclosed Circular of Information, that we strongly advise patrons to make checks and money orders payable to the college. The Institution can handle its business satisfactorily only when this is done. We do not have to cash any checks, for our accounting rules provide for daily deposits in the First Atlantic National Bank. In fact, it is very difficult for students to get their personal checks cashed unless our office does it for them. As for their bills, we request that the payments be made directly to the college and sent directly to the college. We then mail the receipt covering the remittance immediately. If you send Miss Zeigler any funds for personal use, you may, of course, make the check to her. But for school expense of any kind, please make the check to the College.

May we thank you for your cooperation and confidence.

Sincerely yours,

Bertha L. Mitchell,
Business Manager-Secretary.

November 15, 1939

Mrs. Helen Whitmore
1335 S. W. 10th Avenue
Portland, Oregon

Dear Mrs. Whitmore:

As requested in your card of November 9, we are enclosing literature of the college and a brief resume of the life of Mrs. Bethune. We hope this will give you the desired information.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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Enclosures

November 15, 1939

Mrs. Amanda Spears Roberts
218 South Purdy Street
Sumter, South Carolina

Dear Mrs. Roberts:

You may secure a picture of Mrs. Bethune from the following address:

Associated Publishers
1538 9th Street, N. W.
Washington, D. C.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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November 16, 1939.

Mrs. Artie W. Richardson,
Richardson Funeral Home,
334 Northwest Tenth Street,

Miami, Florida.

My dear Mrs. Richardson:

Upon receipt of your letter and the application form, I talked with Mrs. Margaret Bethune relative to the training you received in Bethune-Cookman College. She was unable to give me definite information as to the date of your graduation and I had to refer the letter to our Dean-Registrar for attention. He has informed me that he is unable to find a record of your high school graduation, and is writing you today, returning the form and the $1.00 in currency that you sent to cover notarial fee.

If you should like to have a transcript of the record of the work that you did in this Institution, even though the transcript will necessarily show that you did not graduate, please let us know and we will be very glad to send the transcript to you.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

November 16, 1939.

Mr. LeRoy Sargent,
245 West 128th Street,
New York City.

My dear Mr. Sargent:

Thank you very much for your remittance of $12.50, which Jacqueline paid on her account this morning. She asked me to send the receipt to you and also this statement of the amounts due on the accounts and the time they are due. I also enclose itemized statement of her account for the first quarter, in order that you may check the charges and credits. You will note that there is due a balance of $10.00 to complete the payment of the annual fees. When this is sent, the entire first quarter charges will be paid.

May we express our deep gratitude for your confidence and patronage.

Sincerely yours,

Bertha L. Mitchell,
Secretary - Business Manager.

enclosures

November 18, 1939

Mr. Charleton L. Lee
Hi-Y Secretary
Southern Area Council
706 Standard Building
Atlanta, Georgia

Dear Mr. Lee:

We are happy to inform you that the Staff Committee of Bethune-Cookman College has granted your request for the Hi-Y Conference, for the State of Florida under the Newly organized Southern Area Council, to be held here December 15, 16 and 17.

We can furnish auditorium space, three rooms for discussion groups, board and room for the cost of $3.00 per person for the period of the Conference.

We hope your first Hi-Y Conference will be a success.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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Gen'l

BETHUNE-COOKMAN COLLEGE
ARCHIVES

November 22, 1939.

Mr. Russell S. Dymond,
Secretary, Chamber of Commerce of
Daytona Beach, Florida.

Dear Mr. Dymond,

Last year the Daytona Beach Chamber of Commerce very kindly gave opportunity to Bethune-Cookman singers to participate in the community program of pre-Christmas caroling on the main streets of Daytona Beach. This opportunity was a very valuable one to us, in cooperation with the City's holiday program, and in publicity for our Institution.

We have a very fine choral organization this year - better than the one of last year - and we would be very happy to cooperate with any program that the Chamber of Commerce might have for the Christmas holidays, or for any other occasion. You have but to call on us and we will be happy to respond.

Our Christmas holiday begins at 4:30 on the afternoon of December 21st. If you desire the services of the singers at any time prior to that date we can furnish a full group, who will give a very fine program of Christmas music.

Sincerely yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell, Secretary.

November 22, 1939.

My dear Mr. Rogers,

Thank you very much for your letter of November 18th.

I believe the date of December 8th will be entirely satisfactory. Dean Bond was away from the college when your letter came and I have not been able to check this date with him. May we enter this date tentatively and when he returns to the college on Sunday I will check with him and send you a note definitely setting this date aside,on next Monday.

Our Bus can carry 35 passengers with complete safety, with a little crowding. Mr. Natteal, the Driver, does not like to put more than this number in the Bus. If 35 come we will reduce the charge to $3.50 each, but I fear we simply could not accomodate the other 5. I hope that this will not work any serious inconvenience in the plan. You know our Bus is not as large as the Motor Line Busses.

The campus is very much excited over the prospect of the Tampa game. Many of the students will go down. I cannot leave the college on Saturday or I would be there also. I know you are doing all in your power to make it a success. Keep close to the entire plan, and we will greatly appreciate it.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.

Mr. G. D. Rogers,
Central Life Insurance Company,
Box 1092,
Tampa, Florida.

November 22, 1939.

Mr. A. M. Harrison,
Dowling Court,
Daytona Beach, Florida.

Dear Mr. Harrison,

In accordance with your request, I enclose the statement covering materials and labor in repairing the little drinking fountain on the campus that you struck accidentally.

The materials have been charged to the college account and remittance for the whole may be made to the college. Or, if you could furnish us with four of the 80¢ shades furnished in the opening of the term and permit us to pay the difference in cash, it would be satisfactory.

With best wishes,

Sincerely yours,
BETHUNE-COOKMAN COLLEGE,

Martha L. Mitchell, Secretary.

1 enclosure

November 22, 1939.

Mr. F. E. Bryant,
Azucar, Florida.

Dear Mr. Bryant,

Againy your correspondence relative to Miss Australia Zeigler has been referred to this office.

This time I spoke to Miss Zeigler and ask her just why she continued to give you this information relative to the checks, when it was our published and often-stated advice to parents and patrons to send money directly to the office. Whatever arrangement you have made with Australia or her brother, it is best, safest to send the money directly to the office. Miss Zeigler admitted that she had no reason for stating that the College "would rather" have the check made to her except that she did not understand.

Miss Zeigler's application for NYA aid was approved in the second school month, for $7.50 a month. This amount will just take care of her tuition each quarter (for it is $20.00 a quarter) and does not apply at all on her board and room expense. If, however, it has been arranged with you to pay her tuition also, we will take her off of NYA and give this aid to one of the many students who need it so badly. Perhaps she thought that the NYA applied on her board and room also and that this amount, with the payment you are making, would make a surplus of funds on her account. It would, if her tuition is also covered. If the tuition has been paid for the first quarter, and I believe it has, then she will have a credit balance at the close of the quarter, and I shall let you know and let her know the amount of the overpayment, which may well apply on the tuition for the second quarter.

With best wishes,

Sincerely yours,

Business Manager.

November 23, 1939

Mr. J. D. Pringle
615 Montgomery Street
Savannah, Georgia

Dear Mr. Pringle:

We have inquired all around and have not been able to locate your uncle nor get his address. He is in Daytona Beach, but we do not know his address.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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November 24, 1939

Mrs. Vera Bull Hull
Concert Manager
101 West 55th Street
New York City

Dear Mrs. Hull:

Thanks for your letter of November 17, stating that the Birmingham Apollo Boys' Choir is planning to spend the months of February, and March in Florida again this year.

We wish it was possible to arrange for their appearance while they are in Florida, but our schedule for 1939-40 has been completed. However, we hope it will be possible for us to present them here at a later date.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

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November 24, 1939

Mr. P. Z. Geer
County School Superintendent
Board of Education
Miller County
Colquitt, Georgia

Dear Mr. Geer:

Thanks for your letter of November 22, enclosing check for $16.00, summer school expense for Beatrice Conyers.

We enclose official receipt for same. We are grateful to you for your influence in having this account taken care of promptly.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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1 enclosure

November 24, 1939

Mr. L. G. Merrell
Accounting Department
Woodstock Typewriter Company
300 Seminary Avenue
Woodstock, Illinois

Dear Mr. Merrell:

Thanks for your letter of November 20, calling our attention to the overdue balance on our account.

We shall try to send you a check to cover same in early December.

Sincerely yours,

Bertha L. Mitchell
Secretary-Business Manager

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November 28, 1939.

Mrs. Elvernia Strong,
Gainesville, Florida.

My dear Mrs. Strong:

May we thank you for your remittance of eight dollars, which has been applied to the account of your daughters, Hazel and Mabel Strong. We enclose official receipts for the amounts as credited.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

December 1, 1939.

Mrs. E. L. Freeman,
DeLand, Florida.

Dear Mrs. Freeman:

May we thank you for your recent letter, in which you enclosed seven dollars ($7.00) in currency, to be applied to Lillian's board and room account.

We are deeply sorry to hear of Lillian's continued illness and hope that she will soon be recovered. Please let us know if she is not able to return Sunday, in order that we may keep in touch with her progress.

With sincere good wishes,

Very truly yours,

Bertha L. Mitchell,
Secretary.

December 4, 1939

Mrs. Mary Moreno, Secretary
Women's Civic Club, Inc.
607 Thomas Street
Key West, Florida

Dear Mrs. Moreno:

Your letter of November 20th has been received in the absence of Mrs. Bethune from the College. Upon her return to the campus, I shall be happy to place your correspondence on her desk for reply.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

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Student

December 4, 1939.

Mrs. Emma Brundage,
Box AAA,
Thomson, Georgia.

My dear Mrs. Brundage:

Thank you very much for your letter of December 1st.

May I assure you that we will do everything possible to give your daughter some help during the second quarter. Usually, there are some withdrawals which permit us to help students whose names are on our waiting list. We will let you know, soon after the opening of the second quarter - on December 9th - if something will be available to help Annie. She is a very fine student and we want to help her if we possibly can.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

December 5, 1939

Rev. A. W. Williams
Post Office
Fort Lauderdale, Florida

Dear Rev. Williams:

Your daughter, Evelena E. Williams, has requested us to write you and find out just how much you will be able to help her enter school and remain in school the second Quarter, which begins Saturday, December 9.

For your information, we are enclosing a Schedule of Expenses. Evelena is putting forth strenuous efforts to enter school and we hope it will be possible for you to help her.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

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1 enclosure

December 5, 1939

Mrs. Lemmie C. Mitchell
6525 N. W. 14th Court
Miami, Florida

Dear Mrs. Mitchell:

Your cousin, Evelena E. Williams of Jacksonville, Florida, has asked that we write you and find out just how much will you be able to help her enter school and remain in school the second Quarter, which begins Saturday, December 9.

For your information, we are enclosing a Schedule of Expenses. Evelena is putting forth strenuous efforts to enter school and we hope it will be possible for you to help her.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t
1 enclosure

December 5, 1939

Miss Evelena E. Williams
1227 W. 21st Street
Jacksonville, Florida

Dear Miss Williams:

Thanks for your letter of December 3. As requested in your letter, we have written your Father and Cousin asking them just how much will they be able to help you enter school and remain in school the second Quarter.

We are enclosing an Application blank for admission to Bethune-Cookman College and a Schedule of Expenses. We hope it will be possible for you to enter school the second Quarter, which begins December 9, and remain through the third Quarter.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

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2 enclosures

December 5, 1939.

Mr. Ernest Dyett,
Florida Normal and Industrial Institute,
Saint Augustine, Florida.

My dear Mr. Dyett:

Charles Stephens came in yesterday for his Business Office Approval Slip, for his first quarter examinations. His balance for the first quarter is $23.00 - $13.00 balance of tuition and $10.00 balance of fees. I told him that I had not heard from you but felt sure you would take care of the matter. I am, therefore, giving the slip to him to take his examinations. I made arrangements with him, at the beginning of the year, to pay one-half of his annual fees in the first quarter and one-half in the second quarter. If, therefore, you will send the $13.00 tuition balance for the first quarter, with a statement of just how you can pay the second quarter charges - (which will include that $10.00 fee balance and the $20.00 second quarter tuition) Charles will have no difficulty in registering for the second quarter. It would be simpler, I think, during the second quarter, to pay $10.00 each month of the quarter, in order that there may not be an accumulation of charges due at the close of the quarter and we may not have to worry about holding Stephens out of his examinations.

Second quarter registration will be held on Friday and Saturday forenoon, December 8th and 9th. The $13.00 first quarter balance must be paid before Charles can register for the second quarter.

With kindest personal regards, I am

Sincerely yours,

Bertha L. Mitchell, Secretary.

Student

December 6, 1939.

Mrs. Mollie Sanctious
311 Northwest 5th Avenue
Fort Lauderdale, Florida

Dear Mrs. Sanctious,

We sent to all students' parents mimeographed statements of the amounts due each month, and the dates when they were due, in order that they might know just how school expenses in Bethune-Cookman were to be paid this year.

We note, as we come to the close of this first quarter, that you sent $40.00 to take care of Lucius' second and third month charges, which took care of his board, room and laundry, but did not cover the balance of his annual fees. Please note the copy of the mimeographed statement (we are enclosing another for your convenience) and you will see that we divided the payments for the fees into three payments - $10.00 to be paid at entrance and $5.00 each, with the board payments, in the second and third months. The fact that you did not include these two $5.00 payments in your payment for the board, room and laundry payments indicates that it must have been an oversight. These payments are overdue, and there is also an item of $3.00 for Lucius' science laboratory fee which must be paid.

First quarter examinations are now in process and Lucius is taking his. We issued his approval slip for we knew that you would take care of this little balance. You will, in all probability, wish to send it with your payment for his second quarter tuition and board and room, which should be paid by December 9th.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

1 enclosure

December 7, 1939

Mrs. Charity G. Brown
626 N. 5th Street
Gainesville, Florida

Dear Mrs. Brown:

Thanks for your letter of December 4th with Money Order enclosed for $20.00, room and board fee for Harriet Brown.

We enclose official receipt for same. There is a balance of $3.00 dur on Harriet's account. We are very sorry Harriet had to withdraw and hope she will return again soon.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

1 enclosure

December 7, 1939

Mrs. Floy Britt
3612 - 23rd Street
Tampa, Florida

Dear Mrs. Britt:

Thanks for your letter of December 4th, with Money Order enclosed for $16.17, for Annie Mae Britt.

We enclose official receipt for same.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t
1 enclosure

December 7, 1939.

Mr. and Mrs. Alex L. Williams,
Postoffice Box 163,
Webster, Florida.

My dear Mr. and Mrs. Williams:

We are so very sorry to have your daughter, Ira Lee Corinne Williams, to withdraw at the close of the first quarter. She is such a fine little girl and has endeared herself to everyone at the College. She has explained to us, however, that conditions prevent her remaining this year and we will give her release after she has completed the first quarter examinations, in order that she may return home.

We shall be very glad to have Miss Williams re-enter when it is convenient for you to have her return.

There is no balance on Miss Williams' account in the office.

Very truly yours,

Bertha L. Mitchell, Secretary.

December 7, 1939

Mr. Harry W. LaMar
804 Laural Street
Tampa, Florida.

Dear Mr. LaMar:

We are very much disturbed over the fact that you have not returned to school, and we have not heard from you. Please let us know if you are not returning to school in order that we may put someone on the Project in your place.

It seems so strange for you to stay away this long without letting us hear from you.

May we hear from you soon?

Sincerely yours,

Bertha L. Mitchell,
Secretary Student Aid
Committee.

t

General

December 7, 1939.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. J. K. Neal,
1517½ Elmore Avenue, South,
Saint Petersburg, Florida.

My dear Mr. Neal:

Your letter of November 28th has been very interesting to me. When Mrs. Bethune was here on her last visit to the College and we were discussing possible efficient personnel for the Low-Rent Housing Project in Daytona Beach, she mentioned your name and wondered if you might not be interested in possible affiliation there.

Mrs. Bethune is moving rapidly now and I dont think you could get in touch with her. I suggest, however, that you write her here, for she will be here on December 12th, and I shall talk with her also. In all probability, she will suggest that you make formal application for the clerical position there. I suggest, however, that you wait to hear from her before taking any steps.

With very best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

December 8, 1939

Mrs. Eva A. Bethel
321 N. W. 11th Court
Miami, Florida

Dear Mrs. Bethel:

Thanks for your letter of December 4, asking for ten days extension for payment of your daughter's account. The Staff Committee has granted your request. Please have the money here on or before December 19th, as students' accounts must be paid up before they can leave for the Christmas holidays.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

December 8, 1939.

Miss Athenia Turner,
Florida A and M College,
Tallahassee, Florida.

My dear Miss Turner:

Your letter of December second has been received in the absence of President Bethune from the office. I am, however, sending the recommendation which I am sure she would send to you if she were here.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

1 enclosure

December 9, 1939

Miss Louvenia Macon
1706 Prince Street
Jacksonville, Florida

Dear Miss Macon:

As requested in your letter of December 7, we are enclosing a breif resume of Mrs. Mary McLeod Bethune. We hope this is the desired information.

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t
1 enclosure

December 11, 1939.

Mrs. Nellie Lanier,
415 Northwest 5th Avenue,
Fort Lauderdale, Florida.

My dear Mrs. Lanier:

Thank you very much for your telegraphed remittance of twenty dollars, which has been applied to your daughter's account. Please note, from the enclosed official receipt that $14.00 of this amount has been credited to the balance for the first quarter. We permitted Irene to take her exams, even though this balance was outstanding, for we knew that you would take careof it. The other $6.00 applies to her second quarter tuition. There is now a balance of $14.00 on this item, plus the $15.00 for fourth month board, room and laundry, a total of $29.00. Please get this into the office by December 20th, in order that Irene may be given permission to go home for the Christmas Holidays, if this is her desire. We are glad to make these extensions to meet your convenience, and make them as long as possible, according to our regulations.

With very best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

December 11, 1939.

Mrs. Helen McCormick,
417 Arizona Avenue,
DeLand, Florida.

My dear Mrs. McCormick:

May we thank you for your letter of December 7th, with remittance of $4.00 enclosed. This has been applied on Alzora's account.

Alzora's aunt sent her $25.00, which she paid on her account and this amount closed her first quarter balance which was $13.00, and left $12.00 to apply on her tuition for the second quarter. You have also sent $4.00 to help, which means that there is now only $4.00 more due on the tuition and $5.00 on the board, room and laundry for this month, after Alzora's NYA is credited. I know that you will get this $9.00 in as soon as you can.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

December 11, 1939.

My dear Mrs. Sanctious,

Thank you so much for your letter of December 9th, with money order for $45.00 for your son, Lucius' account. We enclose official receipt for this amount. There is still a balance of $3.00 for Science fee, but Lucius says that he will bring that back with him when he goes home for the Christmas holidays.

May we express our gratitude to you for the prompt handling of this account.

Sincerely yours,

Bertha L. Mitchell, Secretary.

Mrs. Mollie Sanctious
311 Northwest 5th Avenue
Fort Lauderdale, Florida

December 12, 1939.

Mrs. Emma Brundage,
Thomson, Georgia.

My dear Mrs. Brundage:

Dean Bond has referred all of your letters to this office and I am very glad to state that we can now put your daughter on NYA aid, for ten dollars a month, beginning with this current month. This will be a great help to you, I am sure, for it will cut Annie's monthly payments in half. She still owes the $11.00 from the first quarter's charges and we want you to get this paid as quickly as possible. Then, we will be glad to extend the payment for her second quarter tuition, for a few more days and she may be able to go forward.

With very best wishes,

Sincerely yours,

Bertha L. Mitchell,
Business Manager.

December 12, 1939

BETHUNE-COOKMAN
ARCHIVE

Mrs. Lillie C. Wilson
Route 4, Box 737
Pine Bluff, Arkansas

Dear Mrs. Wilson:

Your letter of December 8th has been received in the absence of Mrs. Bethune from the college. As soon as she returns I shall place your correspondence on her desk for reply.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

Gen.

December 14, 1939.

Mr. Ernest Dyett,
Florida Normal and Industrial Institute,
Saint Augustine, Florida.

My dear Mr. Dyett:

Charles Stephens brought in the remittance of ten dollars, payment on his tuition for the second quarter, and I enclose official receipt in accordance with your request. He told me that he had written to his parents regarding his fees. He has not yet registered for the second quarter, but I think I shall send for his this afternoon and have him register, since this payment brings the account into current condition.

With best wishes,

Sincerely yours,

Bertha L. Mitchell.

enclosure - Receipt # 6149.

December 14, 1939.

Mrs. Kate Simmons,
Reddick, Florida.

My dear Mrs. Simmons:

May I thank you for your full letter of December 11th. After reading it carefully I see clearly that you have not understood the business office requirements of Bethune-Cookman College. I am so sorry, if you talked with Mrs. Bethune, that I was not informed of the agreements made, but I only knew that we were to find some help for Alfred as soon as we could, and that the balance would be paid just as it is paid for any student. I knew nothing of an arrangement whereby the balance would be paid in December, or that it would be partly paid with farm products.

Please believe, Mrs. Simmons, that I shall be glad to follow any plan or arrangements that form the agreement between you and Mrs. Bethune. If you send products to the school we shall be glad to receive them and to credit Alfred's account with the current market prices. The enclosed itemized statement will give the balance of his account, with each charge and each credit, for the first quarter.

We will accept the $20.00 that you mentioned and will permit him to register for the second quarter, with the understanding that your payments will be made in December, in cash and in merchandise.

Please do not feel that the College is unfair. We are just trying to carry forward the work on the business basis that is required of all colleges.

Sincerely yours,

B.L. Mitchell, Secretary

Enclosure -

Serviced

December 14, 1939

Miss Dora M. Hart
1150 Douglas Avenue
Dunedin, Florida

Dear Miss Hart:

Thanks for your letter of December 11th. We will be glad to have you attend our 1940 summer session. I suggest that you send in your request for a Circular of Information the later part of May or the first of June. You may write to - Dean James A. Bond, Bethune-Cookman College, Daytona Beach, Florida.

Sincerely yours,

Martha L. Mitchell,
Secretary of the College.

t

December 15, 1939

Mr. W. Ellis Jones,
Director of Finance and Statistics
National Youth Administration
Dyal-Upchurch Building
Jacksonville, Florida

Dear Mr. Jones:

As requested in your letter of December 5, we are giving you the following address of Laura Lewis:

Laura Mae Lewis
458 Keech Street
Daytona Beach, Florida

We attempted to deliver the ckeck to Laura Lewis at the above address, but found that she was not there. However, this is the address she left in the office.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t

December 15, 1939.

Mrs. R. H. Walker,
621 West State Street,
Jacksonville, Florida.

My dear Mrs. Walker:

Your letter of December 13th, addressed to Dean Bond, has been referred to this office for reply. I had written you on December 6th and James had been in several times to see if the reply had been received.

Thank you for your remittance of $4.00, which has been applied to close out the first quarter balance on James' account. He has been out of school, as have been all students who had no provision made for the payment of their second quarter charges. Upon the receipt of your letter this morning, asking that we extend the time for payment to December 20th, we immediately issued registration slip to him, and he is going forward.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

enclosure - 1 -
Receipt # 6186

December 15, 1939.

Mr. and Mrs. Walter Strong

Gainesville, Florida.

My dear Mr. and Mrs. Strong,

May we express our sincere gratitude to you for your remittance of $31.00, which has been divided and credited on the accounts of your daughters, Hazel and Mable Strong. We enclose official receipts for these remittances.

We are most grateful to you for the way you are trying to keep the girls bills paid up. We are trying to be as considerate of them as possible.

With best wishes,

Sincerely yours,

Bertha L. Mitchell, Secretary.

enc-receipt # 6154-6155

December 18, 1939.

Mr. J. M. Lee, Comptroller,
Tallahassee, Florida.

Dear Mr. Lee:

We are contemplating the possibility of a Cooperative venture in Bethune-Cookman college, for disposing of products of our Crafts Departments, our Agricultural Department and of our Home Economics Department.

We are writing to secure information relative to the securing of a Charter for such a Cooperative. We should like to know if the Licence for the State is included in whatever the Charter fee may be.

We would like to have all possible information relative to the State requirements and shall appreciate hearing from you immediately.

Sincerely yours,

Bertha L. Mitchell,
Secretary.

General

December 19, 1939.

Respess Engraving Company,
Jacksonville, Florida.

Gentlemen:

Some time ago you made several mats from the enclosed cut of Mrs. Bethune.

We are writing to order 20 additional mats of this size, for use in newspaper publicity. Kindly return the plate with the mats.

Very truly yours,

Bertha L. Mitchell,
Secretary.

1 enclosure

December 20, 1939.

Secretary to
Dr. Charles S. Johnson,
Fisk University,
Nashville, Tennessee.

Dear Madam,

Mrs. Lottie M. Clark, of Jacksonville, Florida, is writing on the subject - "Five outstanding Negro women of Florida" - for her Master's thesis. She is including a rather extensive statement of Mrs. Bethune's life and work in this theses. I have been able to supply her with all information and data she required, with the exception of the clipping on the Ida M. Tarbell selection of fifty foremost women of the United States, which was published in most of the large newspapers in 1932. These clippings were sent in the material to Dr. Johnson and my recollection is that there were several of them. I should like to have you send me one for Mrs. Clark, as soon as it is convenient for you to do so.

May I thank you for this help and wish for you a very Merry Christmas.

Sincerely yours,

Bertha L. Mitchell,
Secretary.

December 20, 1939.

My dear Dr. Pharr,

Thank you for the payment of $40.00, to cover first quarter tuition and fees for Miss Marie Mackey, for which I enclose official receipt.

Miss Mackey is one of the finest girls we have ever had in Bethune-Cookman College. Her spirit is admirable and we are doing everything we can to help and encourage her. We have numerous calls during the girls for efficient girls to serve teas, luncheons and the like, and I have been using her for that type of work in order that she might earn some little cash for her personal needs. She is delighted with the opportunity and the people are delighted with her.

I shall be so glad to see you on Thursday.

You had better call me "Lovey." I do get "fed up" with this formality sometime.

Always sincerely yours,

December 22, 1939

Mr. George W. Lattimore
Personal Manager for Mr. Wendell
110 West 47th Street
New York City

Dear Mr. Lattimore:

Thanks for your letter of December 18, relative to Mr. Bruce Wendell.

We regret to state that it is not possible for us to present Mr. Wendell this season.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t

Xmas

December 23, 1939

Mrs. Ferris J. Meigs
716 South Ridgewood Avenue
Daytona Beach, Florida

My dear Mrs. Meigs:

May we express our sincere thanks to you for your generous contribution of $50.00 to the boys' and girls' Crafts, and for your confidence and interest in Bethune-Cookman College.

We enclose official receipt for same. It means so much to have a friend like you to stand by the College and give encouragement and material aid during these strenuous days. We are grateful to you.

We wish for you and Mr. Meigs a Merry Christmas and a Happy and Prosperous New Year.

Sincerely yours,

Bertha L. Mitchell,
Secretary of the College.

t
1 enclosure

Gen.

December 24, 1939.

The Management of
The Orange Bowl Classic,
University of Miami,
Miami, Florida.

Dear Sir,

We are very eager to have four representatives of our Institution to witness the Orange Bowl Classic, and we are writing to see if we may be able to secure advance reservationsfor them. We understand that you will have space for a few Negroes but that they will have to make reservation in advance for seats.

If our folks may attend the Classic, kindly let us know the cost of the tickets and indicate whether or not we should send for them prior to the game, or if they may be purchased at the gate.

We wish to have two young women and two young men to witness this outstanding event.

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

Bertha L. Mitchell,
Secretary-Business Manager.

December 26, 1939

Mr. Wendell Heighton
P. O. Box 123
South Pasadena, California

Dear Mr. Highton:

Thanks for your letter of December 13, relative to presenting Mr. Luther King in a recital at Bethune-Cookman College. We regret to state that our schedule for 1939-40 has been completed. We hope, however, it will be possible for us to present Mr. King here sometime in the near future.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t

December 28, 1939.

Industrial Liaboratories,
17-19 West Conway Street,
Baltimore, Maryland.

Attention of Mr. Ira M. Lippel.

Dear Mr. Lippel:

Thank you very much for your letter of December 20th.

We have regretted our inability to settle our overdue obligation to your company. This account was brought over into this year as a part of last year's operating deficit and up to this apoint we have not been able to secure funds with which to efface this deficit. Plans have been made, however, to take care of some special appeals in January and February, and we hope to be able to take care of this old bill and the bill for new supplies by March 1st. If you will further extend your patience and courtesy, we will be so grateful to you.

I explained this condition to your representative but he felt that the order should be sent anyway, in view of our need for the supplies ordered. Thank you for having them sent so promptly.

Very truly yours,

Bertha L. Mitchell,
Business Manager.

December 28, 1939.

Mr. Maurice Pearsall
416 Palm Street
New Smyrna, Florida

My dear Pearsall,

I enclose your third-month NYA check which must be credited against your balance from the first quarter, before the close of December, 1939.

You did not come in to see me again, so I conclude that you have withdrawn from school. However, I shall appreciate it if you will endorse this check and return it to us immediately. Official receipt will be sent to you promptly.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary.

enc: Treas. Dept. Env.
Dec. 21, 1939

BEST AVAILABLE COPY

December 29, 1939

Mr. William Blodgett Holmes
2726 Sheridan Road
Evanston, Illinois

Dear Mr. Holmes:

Thanks for your letter of December 1st relative to showing your motion picture lectures here January 11th or the 18th.

We regret to state that it will not be possible for us to have you here January 11th or 18th. We do not have the necessary funds for such lectures.

We hope, however, that it will be possible to have you visit our Institution at a later date.

With best wishes,

Sincerely yours,

B. L. Mitchell,
Secretary-Business Manager

t

FRAGMENTS OF LETTERS

FROM HERE TO THE END OF THIS FOLDER

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Inter - Office Communication

____________________ 19________

To ____________________

From ____________________

Mr. R. von Charlton, of Florida A. and M. College, is to give a Piano Recital here on Sunday, December 11th. He makes no charge but I understand the College is to take care of his transportation.

Emily Hepburn is giving up her NYA work in the Dining Hall, because of illness. If she can find a girl in the Dormitory who will exchange jobs with her, she feels that she can do the dormitory work. If not, she will have to be taken off of NYA and someone else substituted for her, as that place in the dining hall is important.

7 - See about repairs to Laundry mangle.

8 - Ascertain from Miss Roberts if other chaperons should go with the caroling group, other than herself.

9 - Inquire in chapel how many students need to work during the summer months in order to return to school next fall. Ask them to leave their names in office and this list will become the nucleus for hotel training class enrollment.

10 - Pay Curtis Dry Goods Company.

blm

one of our most dependable students and we want to do everything we can to help her through.

The enclosed schedule of payment dates may be of help to you in sending payments monthly, if you desire to use this plan.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

Mrs. Kate Simmons,
Reddick, Florida.

on Friday and Saturday of this week. No student with a first quarter balance can register for the second quarter.

In the light of this unavoidable situation, we are asking that you either pay Alfred's first quarter balance of $68.00, in order that he may go on with his work, or have him to come home.

With best wishes,

Sincerely yours,

Martha L. Mitchell,
Secretary - Business Manager.

Special Correspondence Mitchell, Bertha (Incoming

PURITAN CHEMICAL COMPANY
MANUFACTURERS
PURIPINE CLEANSER · LINOLEUM CLEANER · LIQUID SOAPS · JELLY SOAPS · METAL POLISH · PURITOR BLOCKS · CRYSTALS · PERFUME SPRAYS · ROUNDHEADS · CANNED PLUMBER
DISINFECTANTS · LARVAECIDES · WEED KILLER · PINK POWDER · POLISHES · ROACH POWDER · INSECTICIDES · FLOOR OILS · SWEEPING COMPOUNDS · MISCELLANEOUS
ATLANTA, GA.

Thank him for courtesy — We will try to send check — Feb. 1st

January 8, 1940

Bethune-Cookman College
Daytona Beach, Florida

August 13, 1937	Invoice	$45.00	(As of 11/1/39)
January 17, 1939	"	213.59	(As of 6/1/39)
August 12, 1939	"	192.50	
September 8, 1939	"	64.53	
September 8, 1939	"	61.26	
October 18, 1939	"	44.48	
		$621.36	

Dear Miss Mitchell:

If you could spare us a check to apply on your account as shown above, at this time it would be sincerely appreciated.

We have some heavy obligations which will be due shortly, and any assistance you could give us would be greatly appreciated.

With best wishes, we are

Yours very truly,

PURITAN CHEMICAL COMPANY

S. E. Thrasher

CREDIT MANAGER

ST:S

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

DEAN BOND -

For information. Kindly return letter to files.

Dade City, Fla.
January 1, 1940

Student

Dear Mrs. Mitchell,

Inclose you will find the N.Y.A. Check. You sent me to indorse, but on your letter you stated the balance due in the Office was $27.00. I dont understand it, and before I left the Campus, I went to the Office and it was balance due $19.50. Please send me the bill stating what the $27.00 is for. I am going to send this money while I am home so whenever I return. All old bills will be paid.

I have written Dean Bond two letters asking to apologize for what has happened, and I have not received an answere saying if he has accepted it or not, I am asking you Mrs. Mitchell to please write me, and tell me just what you all are doing. I am interested in getting back in school. My people and Mr. Mickens want me to finish from there.

Please tell me if I may come back at the end of the first six weeks or in March. I am very sorry everything happened that did, and it will never occur again.

Hope you had a Merry Christmas, and a most prosperous New Year. Mother is sick and in bed so, there was no Christmas for me.

Very truly yours,
Edna Jones

February 20th accepted.

BLM

Moore Academy
Dade City, Florida
January 26, 1940

Mrs. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I am so sorry we had to postpone our original date, January 30. But I knew it would be useless to give a program on the same night, Silas Green will be showing here.

Thanks for your message of January 25. Now I am asking the group to come to us Tuesday Night, February 20. Please notify me at once, relative to this date.

Very truly yours,

O. K. Mickens

O. K. Mickens

INTERIOR DECORATING

BLANKETS
SPREADS
CURTAINS
DRAPERIES
VENETIAN BLINDS

N. C. PAUL
1483 NORTH MYRTLE AVENUE
JACKSONVILLE, FLORIDA
PHONE 5-3061

February 9, 1940

Dear Bertha:

Your letter came this morning, you have made the situation so very smooth that I would like to sing loud hosannas. Thank you. Enclosed you will find a check to cover the cost of the tickets.

My party is made up of my Mother, Nash, Mrs. Paul and myself, it is our intention to leave here about 9 A. M. Sunday so that we will have time to take in all the afternoon activities. We are planning to make a small tour of this State and Daytona will be our first stop for just Sunday afternoon and night, in fact we postponed an earlier start so that we could take in Mrs. Roosevelt's address, etc.

Bertha you have been so very kind, I feel we will be taking advantage of your good nature to intrude so please don't plan an elaborate entertainment for us. I am glad your Mother will be there when we come down and I am very anxious to see your Baby.

Thanking you again, I am

Sincerely yours,

Margaret E. Paul

801 Fourth Street
West Palm Beach, Florida
February 11, 1940.

Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I hear that it is very necessary to secure advanced tickets for the Roland Hayes Concert. I have no idea what the admission price will be but I am enclosing two dollars and I will be very grateful if you will send me two tickets. If the admission price is more please let me know at once and I will send the money immediately, for I would like to have the tickets before I come.

I am enclosing a stamp for an immediate reply.

Thank you very much.

Sincerely Yours,
Alice E. Moore

J. RICHARDSON JONES
Cinematographer
Box 176
Atlanta, Georgia

FEBRUARY
ELEVENTH
1 9 4 0

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

ATTENTION: MRS. BERTHA L. MITCHELL, College Secretary

Dear Mrs. Mitchell:

I am very grateful for your letter of February 8th and the information it contained relative to the absence of Mrs. Bethune from Daytona Beach.

Knowing she will be very busy when she returns in making preparations for Founder's Day Anniversary, I will thank you to bring my letter (sent during her absence) to her immediate attention, so that I may know what to do in reference to gathering movies of the Anniversary Celebration.

You see, with the release of the Booker T. Washington Memorial Stamp at Tuskegee on their Founder's Day pictured in my NEGROES IN THE NEWS, and the outstanding appearance of Mrs. Eleanor Roosevelt at Bethune-Cookman College, we would have an unprecedented news subject - of interest to Negroes all over the United States. It is for that reason that I have made the cost to Mrs. Bethune very, very reasonable (as noted in my letter to her). Too, it will give us an opportunity to present Mrs. Bethune in a most emphatic manner.

Thanking you for your cooperation in advance, and requesting telegraphic reaction from Mrs. Bethune at my expense,

Yours very truly,

J. Richardson Jones

J. Richardson Jones

THE HOUSING AUTHORITY OF THE CITY OF AUGUSTA GEORGIA
AUGUSTA, GEORGIA

OFFICE
Sunset Homes

February 11, 1940

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

We were pleased to receive your letter of January 19th with the picture of Mrs. Bethune and the biographical sketch.

We have admired her work from afar during the years and it will be a distinct pleasure to share our knowledge with the families of low income who will constitute the unit occupants in Sunset Homes.

Augusta considers Mrs. Bethune one of her own inasmuch as she was once associated with Miss Lucy Laney and is still in touch with us through the medium of a most successful N. Y. A. program here.

Thanking you and with best wishes for her continued succes, we are

Sincerely yours,

Samuel L. McCoy

Samuel L. McCoy
Resident Manager
Sunset Homes

McCARTHY & SIMON INC.
ESTABLISHED 1912
TEL. WISCONSIN
7-5150-1-2
MANUFACTURERS OF ACADEMIC CAPS, GOWNS AND HOODS
CHOIR VESTMENTS, PULPIT GOWNS AND JUDICIAL ROBES
7-9 WEST 36TH STREET
JUST OFF FIFTH AVENUE
NEW YORK CITY

February 17, 1940
OUR TWENTY-EIGHTH YEAR

Mr. Benjamin L. Taylor, Bus. Mgr.
Bethune - Cookman College,
Daytona Beach, Fla.

Dear Mr. Taylor:

Our dairy tells us that we are to forward you measurement blanks and tape measure to take care of the details of your rental cap and gown order. We enclose them with this letter. We have also included an additional measurement blank for any faculty orders.

In again thanking you for your valued patronage, may we further assure you that we will endeavor to make your relations with our firm most pleasant at all times,

Respectfully yours,

McCARTHY & SIMON, Inc.
L. Lyons

L. Lyons:LH
Encl.

B'

J. RICHARDSON JONES
Cinematographer
Box 176
Atlanta, Georgia

FEBRUARY
20, 1940

Mrs. Berthe Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

Check received this morning and I wish to thank you very, very much for your prompt attention.

Enclosing copy of today's Atlanta Daily World.

Yours very truly,

J Richardson Jones

J Richardson Jones

J. RICHARDSON JONES
Cinematographer
Box 176
Atlanta, Georgia

FEBRUARY
22, 1940

Mrs. Bertha Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I am desirous of sending Mrs. Bethune a print of several of the scenes we "shot" there during the 35th Anniversary, and will appreciate your advising me whether she is in Daytona Beach, or Chicago. Rather, to which point should I send the prints, in order to reach her next week?

Incidentally, the sequences were quite satisfactory, and I am enclosing several small prints for your observation. Any one desiring large (8X10) prints of same may obtain them for One Dollar ($1.00) each plus postage.

Cordially yours,

Richardson Jones

J. Richardson Jones

Please return my prints after you let the folks there see them!

JRJ

This size costs 15¢ each
The 8X10 size 1.00 "

Moore Academy
Dade City, Florida
February 24, 1940

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

This comes as an expression of my appreciation to you, for allowing the singers to come to us. The program, they rendered here last Tuesday Night, has meant more to me, and more to the community here, than dollars and cents. Everyone enjoyed it. " It is the talk of the town." It has inspired a number of our youngsters, to want to go places and to do things.

I am most greatful to you, and to the group, for that splendid program. I hoping, we can continue this spirit of cooperation, through the years to come.

Sincerely yours,

O. K. Mickens

O. K. Mickens

How much does Irene owe to the end of the quarter?

Ft Lauderdale Fla
Feb, 24, 1948
N W 418 5th ave
St

mrs mitchel dear i am writeing yoo just a few words listen please let my dayghter irene Register for this is the last quarter fer her examination let her go a head i will wire the money sat just as soon as i get from work yoo all said notify yoo before time please oblige this time i will send the board and the last tuition sat eve oblige me this time please

from, Nellie Lanier

J. RICHARDSON JONES
Cinematographer
Box 176
Atlanta, Georgia

MARCH
FIRST
19 40

Mrs. Bertha Mitchell
Bethune- Cookman College
Daytona Beach
Florida

My dear Mrs. Mitchell:

I have had no reply to my letter of February 22, and am at a loss where to write Mrs. Bethune.

Will you please let me hear from you?

Incidentally, the "shot" of Marcia (just returned from the color laboratories at New York) are the grandest I have ever made of ANY ONE. She is absolutely too cute for words, and when you see the reel projected, you will want any number of "stills" from the sequence. For your observation, look at the attached clipping of film. You will have to see her shake her head and roll her little eyes and bite her little lip to truly appreciate the depth of reality in the scene. Incidentally, several white amateur photographers with little 16mm cameras also took scenes while she was posing for me, and believe you me they have some jewel shots if their camera photographed as well as mine.

Yours very truly,

Richardson Jones

J. Richardson Jones

Wiley College
Marshall, Texas
March 2, 1940

Mrs. Bertha Loving Mitchell
Bethune Cookman College
Daytona Beach, Fla.

Dear Mrs. Mitchell,

Greetings! to you, Marcia, and Husband. Things are going well with us here in the Lone Star State and we are enjoying our work very much. We think of you often. Now I'm writing particular-to recomend a young woman that I have known since she was just a little girl.

Miss Myrtly Dargon is making an application for work there and she has asked me to recomend her. I have known Miss Dargon as I've said for many years. The family came from South Carolina. She is a very brillant student, active in all of the religious organizations, well thought of by the students as well as the faculty. I do not hesitate to recomend her to any position of trust.

Mrs. McLeod and Gerald Lewis join me in best wishes to you and family.

Very truly yours,

E.C. McLeod

E.C. McLeod

ds/

Applica for 1940-41 aid

Bethune-Cookman College
Daytona Beach, Florida
March 4, 1940

Student Aid Committee
Bethune-Cookman College
Daytona Beach, Florida

Attention, Mrs. Mitchell!

My dear Mrs. Mitchell:

It is my desire to continue my education at Bethune-Cookman College during the year 1940-41. However, I find it impossible for me to return here next term and keep up my monthly payments without aid. Will you please accept this letter as an application for N.Y.A or Industrial scholarship aid?

During the year I have given my service to the Chorus. I have enjoyed being a member, and I am glad to be of service to the school.

If you desire any furthur reference relative to my character and ability to sing, I refer you to Miss Josie W. Roberts of Bethune-Cookman College.

Thanking you for any consideration given, I am

Sincerely yours,
(Miss) Sadie M. Smith

Send acknowledgment

Wiley College
Marshall, Texas
March 4, 1940

Mrs. Bertha Loving Mitchell
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

Your desk, I'm sure, is never free from applications but because I have always been impressed by the things that I hear are going on at Bethune cookman and because I will have received my degree of Bachelor of Arts with a major in English and a minor in French and German along with thirty-five quarter hours of education by August, I am applying for a position as teacher in your school.

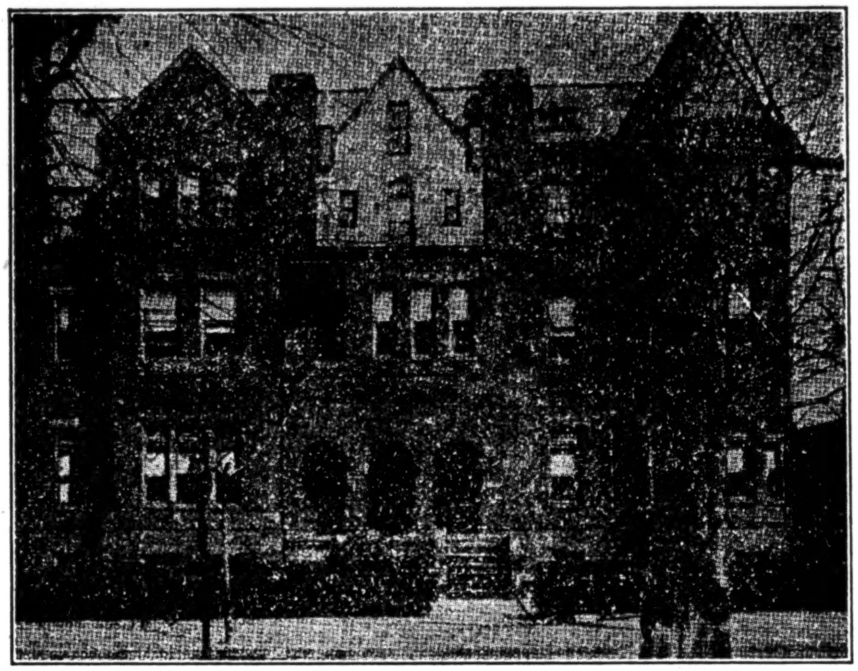
My training has been broad both cultrually and academically. I have been a leader in religious activities and dramatics. I realize that schools are looking for experienced teachers but I have always ranked among the upper ten in my class and I feel that since I am jealous to work in this field that given an opportunity, I will excell as a teacher of languages or education.

Any consideration that you might show me will be fully appreciated. My scholastic record is available at any time and I can furnish you many recommendations.

Very truly yours,

Myrtle V. Dargan

Myrtle V. Dargan



LOTT CAREY BAPTIST F. M. BUILDING
1501 11TH STREET, N. W.
WASHINGTON, D. C.

"THE WORLD FOR CHRIST"

Lott Carey Baptist Foreign Mission Convention

REV. A. L. JAMES, D.D., PRESIDENT
REV. J. H. MOORE, D.D., SECRETARY
REV. A. W. BROWN, D.D., TREASURER
REV. J. H. RANDOLPH, D.D., EXECUTIVE SECRETARY
REV. H. N. JOHNSON, B.D., AUDITOR
REV. P. A. BISHOP, STATISTICIAN
REV. W. T. JOHNSON, D.D., CHAIRMAN OF EXECUTIVE BOARD
REV. W. C. SOMERVILLE, M.A., SECRETARY OF EXECUTIVE BOARD
REV. J. L. S. HOLLOMAN, D.D., EDITOR, LOTT CAREY HERALD

A. L. JAMES
ADDRESS: 208 PATTON AVENUE, N. W.
ROANOKE, VA.

Sent 3/10/40

March 5,1940

To the Office Secretary of
Bethune-Cookman College
Daytona Beach,Florida

Dear Secretary;

Mrs.Bethune is to be here in Roanoke,Virginia with us on April the 14th.,and when in Washington recently I asked her for some mats that we might use in the newspapers etc in advertising her coming.She told me to write to the office at the school and ask the secretary to send me some of them.

Kindly send me three or four,but if not that many can be spared, We will appreciate it if you will send us by return mail whatever number you may be able to spare.

Yours very sincerely,

A. L. James

Next place of meeting ☛ *Washington, D. C., Wednesday before the first Lord's Day in September. August 28, 1940*

Bal. on 2 [illegible] 1.50
3rd year, 12.50 R.+B.
20.00 Tuit.
1.00 Science

We extended 33.50
1.00

payment date to March 20, 1940

Bal. 35.50

1223 W. 13th Street
Jacksonville, Florida
March 13, 1940.

Mrs. B. L. Mitchell
Business Secretary of Bethune Cookman College
Daytona Beach, Florida.

Dear Mrs. Mitchell:

I wrote you a letter on March 8, but it seems as though it has never reached your office.

I wish to say that I do appreciate your kind consideration in the case of Elizabeth. Owing to the shift in the pay-days of teachers of Duval County my payments to the school cannot reach you on the exact date as listed but I assure you they will be sent promptly after we are paid. In the case this month it will reach your office the week of the 20th.

After Easter there will be another shift due to the Easter holiday. But you may rest assure the payments will be met immediately after each payday. Does this meet your approval? Thank you.

Very truly yours,

(Mrs.) Annette E. Girardeau

COOKMAN PUBLIC SCHOOL

1901 DAVIS STREET
JACKSONVILLE, FLORIDA

J. IRVING E. SCOTT, PRINCIPAL

Receipt sent
March 20, 1940

March 19, 1940

Mrs. Bertha L. Mitchel
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchel,

Thank you for your very kind reply to my letter. Enclosed is a money order for thirty two dollars ($32.50) and fifty cents for expenses of my daughter, Elizabeth. I am asking you to kindly carry over to the next payment the balance of two dollar ($2.50) and fifty cents. May I ask please, for what is the one dollar ($1.50) and fifty cents? Thank you very much.

.50 Sci. 1st quarter
1.00 Sci. fee 3rd quarter
1.50

Very truly yours,
Annette E. Girardeau

AULISTION F. PONCE, *President*
FREDDIE L. PONCE, *Vice-President*

GLADYS L. PONCE, *Asst. Secretary*
WILLIE D. SHOEMAN, *Sec'y-Treas.*

MRS. LILLIAN FOXWORTH, *Director of Sales*
MRS. CLARA L. PONCE, *General Manager*

THE AULISTON F. PONCE AGENCY

Dealing In
TAILOR-MADE CLOTHES, SHIRTS, DRESSES
INSURANCE, TYPEWRITERS, WATCHES, RINGS, COSMETICS
HOME NECESSITIES — KANE'S ALL TYPES WATCHES

Tampa Bulletins
Savannah Morning News
The Atlanta Constitution
New York Amsterdam News
Women's National Magazine

Reference:
SANFORD ATLANTIC BANK
SANFORD, FLA.

TELEPHONE 36-J
MARKHAM

ROUTE 2 BOX 153
SANFORD, FLORIDA

March 21, 1940

Mrs. Bertha L. Mitchell,
The BETHUNE-COOKMAN College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

Some long time expired, I wrote you with reference to reservation for a couple of childrens, which has fully completed their Alpha XI Delta degree. I am qualified that the two childrens is in position to meet with your requirements, therefore, I would suggest that you submit me an couple of applications blanks.

Hence, you might also send me queries pertaining to the situation, which will give me the phenomenon of the College, with formality interviews. Inasmuch, you might quote your monthly basis, per person. Also you might submit one of your booklet, concerning the arrangement of your College, and its situation for scholarship that newly enters your College.

Trusting that this negotiation, will establish an long and lasting business associate, I remain.

Very truly yours,
The Aulistion F. Ponce Agency,

Auliston F. Ponce

AFP/Ponce

Aulistion F. Ponce,
President.

Follett BOOK COMPANY .. CHICAGO ..
1255 SO. WABASH AVE.
Publishers of a **GUIDE TO GOOD READING**

April 1, 1940

Miss Beretha Mitchell, Business Manager
Bethune-Cookman College
Daytona Beach
Florida

Referred to Miss Cleveland

Kindly return for files x

IN RE: #9492

Dear Miss Mitchell:

Your order of February 7, #581, calls for one copy of NEGRO HISTORY IN OUTLINE. We have just received a report to the effect that this book in "in press". Just as soon as it is released and copies are available, we will fill your order immediately.

We want you to know that we enjoy serving you very much and we sincerely trust that you will call upon us for all of your book needs. Our tremendous stock of text and library books assures you of added buying power.

May we help you?

Very truly yours,

FOLLETT BOOK COMPANY

Louis Panichi

Louis Panichi, Backorder Department

EM

Student

FORT LAUDERDALE, FLORIDA

415 N W 5 Th ave
Ft Lauderdale Fla
April 2nd 1940

My Dear Mrs Mitchell

I Wont to again Thank you all for your pass favors. I am send Irene board which is due Apr. 6th

Very truly yours.
Nellie Lanier

R 338
4/3/40

Eloise / Gen.

1056 East Twelfth Street
Erie, Pennsylvania
April 3, 1940.

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I received your letter of March 18 stating that you didn't have the size and type of photo that I desired.

Would I be asking too much of you to send me any type and size of photo of Mrs. Bethune that is available. Just so it is large enough so that I can easily enlarge it on canvas and the features are distingueshable.

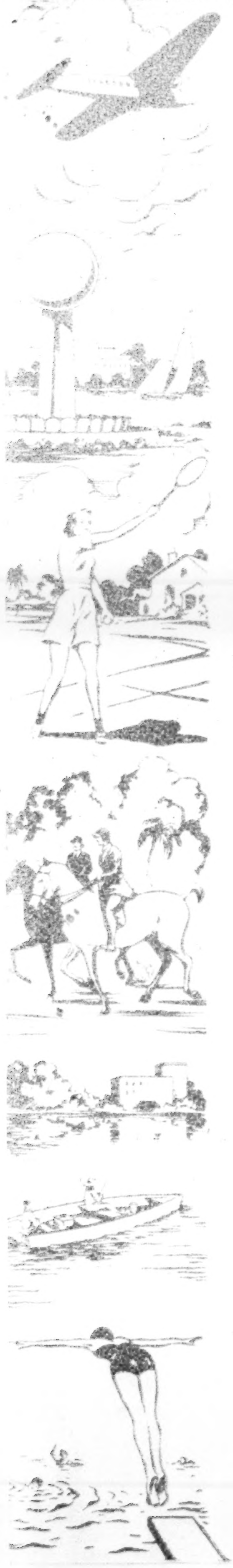
I've written to the Associated Publishers but I've had no luck with them.

Will you kindly send the photo immediately. My club is very anxious to obtain a photo.

Sincerely yours,
(Miss) Henrine Martin

Gen.

Orlando, Florida
THE CITY BEAUTIFUL
GREATER ORLANDO CHAMBER OF COMMERCE



April 4, 1940

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

In reply to your letter of April 3, we have exhausted every means of investigation, but have been unable to find a Mr. John C. Howard located in our city at the present time. We have consulted the Orlando Credit Association, but they, too, are unable to give us information regarding this person.

Please be assured that we are happy to be of assistance to you at all times possible.

Very cordially yours,

A. C. Slaughter
A. C. SLAUGHTER
Executive Secretary

ACS/ph

Florida's Year Around Resort

"*KEEP UP WITH THINGS WORTH WHILE*"

READ

THE EATONITE MAGAZINE

A Florida Institution Published Monthly

By the

EATONVILLE PUBLISHING COMPANY

P. O. BOX 127

MAITLAND (EATONVILLE) FLORIDA

R. H. JOHNSON
Publisher

Address all communications to
100 N. TERRY STREET
ORLANDO, FLORIDA

Thank him for letter and copy of magazine. Our advertising budget for this year exhausted but will consider next year

April 9, 1940

Mrs. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

I am writing you in regard of advertising your school in our magazine. The Eatonite Magazine, a widely read and circulated Negro Magazine serving Orlando, Central Florida, the state of Florida and the nation in particular.

We would certainly appreciate your giving us an ad in order that more people may know about the great opportunity Bethune-Cookman College has to offer the students of America. Due to The Eatonite Magazine going in the homes of thousands of our people I am quite certain that your school will be benefitted very much by advertising in one of the leading Negro Magazine's of the world.

Please let us hear from you at your very earliest convenience, and we shall be glad to quote our price to you.

We are sending you under separate cover a copy of our April issue. May we be favored with serving you?

Very truly yours,

THE EATONITE MAGAZINE,

R. H. Johnson

R.H. Johnson, Publisher

RHJ:BCB

Sen.

Sunday
April 9th
1940

My dear Bertha:

Aren't you surprised to hear from me? Well, I'm a miserable correspondent - but my heart is in the right place! It was certainly good to see you again - you'll never know how I enjoyed my vacation.

I've been trying to line up some key people to form a small committee to help been thinking of the pictures of the school for a later meeting with the larger group of workers. What do you think of it? What will it cost to get the reels here? Please let me have your suggestions & ideas. We are anxious to do a good job so your experience and information we need very much.

How is Mrs. Bethune? Will she be able to make any of her Chicago engagements We were expecting here—but understand she is not well and plans to go to the hospital. Somehow, I am fearful of her condition. So many valuable people are leaving us.

I shall appreciate your letting me hear from you as soon as you can.

My tenderest love to you and Marcia
Mama & Lillian send love—
greetings to Ben—

Sincerely
Mamie Mason Higgins

a

BONDS, STOCK CERTIFICATES AND SECURITIES
ENGRAVED ACCORDING TO
STOCK EXCHANGE
REQUIREMENTS

E. A. WRIGHT COMPANY
ESTABLISHED 1872
ENGRAVERS · PRINTERS · LITHOGRAPHERS
2545 NORTH BROAD STREET
PHILADELPHIA

April 12, 1940

Ser',

Miss Bertha L. Mitchell, Sec'y.
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

It would be of considerable assistance to us to receive at this time the list of graduates together with the date of Commencement.

This would enable us to arrange for the completion of your Diplomas, and we thank you in advance for your reply which will have immediate attention.

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel

S.P.Bickel-h Manager of Department

6

9 9
April

722 W. Orange Street
Lakeland, Florida
April 12, 1940

Dear Mrs. Mitchell;

First, I want to thank you for your letter, and your consideration. I was very sure I could get the whole $24.50 balance there by the 13th but I was suppose to get some money when the school board paid off but they will not pay off until the the 22nd. One of my children will let me have some money at that time I am very sorry I have not been able to pay Loreatha's account like I should, but some how all kinds of trouble has come up while she has been down there. She is the third child I have sent to Bethune-Cookman, and I am very anxious to have her finish there. I have allways paid the bills prompt and on time in the past.

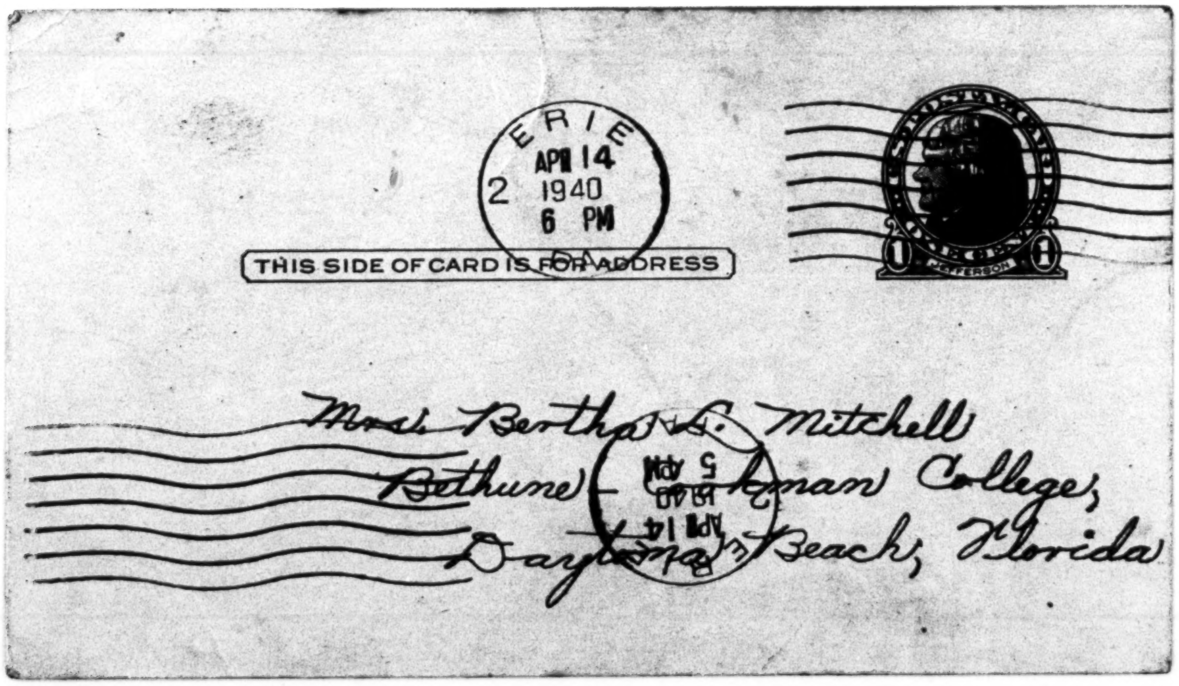
I will try very hard to get the rest of the balance paid in a ~~fews~~ few days, and will send some money every week until the rest of the bill is paid. That is, the tutition and board for April and May.

You dont know how much I appreciate everything, and hope you will allow me to pay certain amounts and I promise you that before the final examinations I will have everything paid and up to date

Thanking you again for all kindness and help, I remain

Respectfully yours,

Ary Glover



ERIE
APR 14
2 1940
6 PM
PA

U.S. POSTAL CARD
ONE CENT
JEFFERSON

THIS SIDE OF CARD IS FOR ADDRESS

Mrs. Bertha L. Mitchell
Bethune-[illegible]kman College,
Daytona Beach, Florida

ERIE
APR 14
1940
5 AM

1056 East Twelfth St.
Erie, Pennsylvania
April 13, 1940.

Dear Mrs. Mitchell:

Thank you very much for your kind coöperation.

The Associated Publishers do not have a photo of Mrs. Bethune that's satisfactory.

I will appreciate it very much if you will have one made for me.

Thank you.

Sincerely yo
Henrine Martin

Sent photo
Apr. 19, 1940

MA[illegible]ALL [illegible] RESPESS, PRESIDENT & TREAS. JAMES A. THIGPENN, VICE PRESIDENT A. M. RESPESS, SECRETARY

"QUALITY AND SERVICE ABOVE ALL"

The RESPESS ENGRAVING COMPANY, Inc.
Advertising Artists ~ Zinc Etchings ~ Halftones ~ Process Plates

P. O. BOX 207
PHONE 5-6267

THIRTY SIX SOUTH MAIN STREET
JACKSONVILLE, FLORIDA

General

April 24, 1940

Bethune-Cookman College
Daytona Beach, Florida

Attention: Bertha L. Mitchell

Gentlemen:

Your letter of the 23rd received in which you enclosed the proofs of the cuts which had been mislaid in New York.

We can make the plates from this copy, but, of course would rather have the photographs as this makes better cuts.

We can use the postcards for copy and the snapshot also. The proof which you sent of the old plate can be used, but, one bad thing about this is that it has been folded and this fold will show in the new plate, perhaps you can send a proof which is not folded and which will help this a lot.

We will hold this copy here until we hear from you and we understand that all plates will be 5 1/4" x 8 1/4", copper halftones.

Thanking you, we are

Yours truly,

RESPESS ENGRAVING COMPANY

M. T. Respess

President

[illegible]

YOU CAN REACH US OVER NIGHT FROM ANY PART OF FLORIDA

General

BONDS STOCK CERTIFICATES AND SECURITIES ENGRAVED ACCORDING TO STOCK EXCHANGE REQUIREMENTS

Specializing in fine Diplomas

E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

April 29, 1940

Miss Bertha L. Mitchell, Secy.
Bethune Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Thank you for your April 24th letter enclosing purchase order #835 and the list of candidates for diplomas to be dated May 31st.

We note particularly your request to have the diplomas in your hands no later than May 20th and will be guided accordingly.

May we again assure you that your account is highly valued, and in compliance with your request are glad to quote a price of....................$2.10 per set, as indicated on the enclosed invoice.

Thank you for your check, which will enable us to prepay the shipment, effecting the saving of transportation charges.

All details of the work will have our most careful attention.

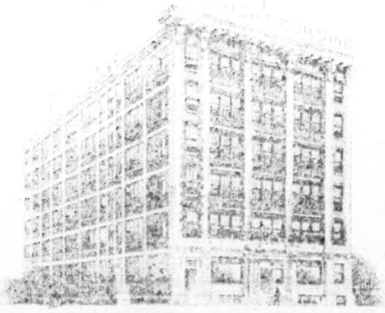
Very truly yours,

E. A. WRIGHT COMPANY

S. P. B.

Manager of Department

S.P.Bickel-o
enc.



P. O. BOX 952

MAIN 8792

SOUTHLAND THEATRE EQUIPMENT COMPANY, INC
SAM M. BERRY, PRESIDENT
189 WALTON STREET, N. W.
ATLANTA, GEORGIA

Referred to Miss Katherine Carter

Ber

May 10th, 1940

Miss Bertha L. Mitchell, Secretary,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Miss Mitchell:

We would appreciate it very much if you would let us have a reply to our letter of the 2nd and we are enclosing herewith self-addressed stamped envelope for your convenience.

Very truly yours,

SOUTHLAND THEATRE EQUIPMENT CO., INC.

Sam M. Berry

Sam M. Berry

SMB/s
encl

"MERITORIOUS THEATRE EQUIPMENT"

Ken'

L. G. BALFOUR COMPANY
ATTLEBORO - - - - MASSACHUSETTS
ADDRESS REPLY TO C. S. & C. DIVISION AND GIVE NAME OF SCHOOL OR ORGANIZATION

BETHUNE-COOKMAN COLLEGE
ARCHIVES

May 13, 1940

Mrs. D. L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell:

Under separate cover, we are returning the sample diploma case and sheet, which you so kindly loaned our representative, Mr. Stoutamire.

In the very near future Mr. Stoutamire will call on you equipped with complete information to quote on your requirements. We hope that you will give him every consideration because it is the desire of this company to show various improvements in your present diploma, as well as to increase the service of our company to your school.

We appreciate this opportunity of quoting on your requirements.

Very truly yours,

L. G. BALFOUR COMPANY
C. S. & C. Division

W A MacKenzie

WAM/bmh

W. A. MacKenzie.

MEMO TO: **Mrs. Mitchell**

RE: **Bus trips**

DATE: **May 14, 1940**

I feel that at a very early hour we should become very definite in our policy regarding the rental or chartering of the bus. This letter of Mr. Banks emphasizes that need. It may sound extravagant or high-handed, but I feel that the bus should not be let out for less than the Florida Motor Bus rent less 25%.

Jas. A. Bond

FROM: Office of the Dean.

3 2
4)318.00
79.50
238.50

BONDS STOCK CERTIFICATES AND SECURITIES ENGRAVED ACCORDING TO STOCK EXCHANGE REQUIREMENTS

Specializing in fine Diplomas

E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

May 14, 1940

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We are glad to advise that the diplomas for Bethune-Cookman College were shipped to you on May 11th to permit signing in advance of the receipt of cases.

As we believe that you prefer to pay for the order in advance rather than on a c.o.d. basis, we have released the diplomas and will be glad to have, at your convenience, a check covering the invoice enclosed in our April 29th letter.

This will enable us to make shipment upon completion of the work without delay and will also eliminate c.o.d. charges.

Thank you for your reply, which will have our careful attention.

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel

Manager of Department

S.P.Bickel-o

TELEPHONE CIRCLE 7-0237

ESTABLISHED 1906

HANGO SUMII, MANAGER
W. LEE COMERFORD, SEC'Y

SHIMA ART COMPANY, INC.
IMPORTERS AND PUBLISHERS OF
ORIENTAL WOODBLOCK PRINTS
16 WEST 57TH STREET
NEW YORK

IMPORTERS OF
ANTIQUE AND MODERN COLOUR
WOODBLOCK PRINTS, DESIGN
AND DRAWING BOOKS.
(ALSO ORIGINAL SILK PAINTINGS.)

IMPORTERS OF
WATER COLOUR BRUSHES, WOOD-
BLOCK BRUSHES, TOOLS,
PAPER AND OTHER
ARTIST MATERIALS.

Mrs. Cleveland
Please advise -
BLM

May 16, 1940

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Mitchell:

In accordance with your purchase order number 281 dated November 17, 1939, I sent to Mrs. Cleveland, Librarian of the College, a collection of our Woodblock Prints for exhibition purposes. These were returned to us at a later date with the exception of one print at $1.00. On January 13th, March 1st, April 1st an invoice was sent to Mrs. Cleveland showing that this print has been charged to her account. However, we have not received any acknowledgement to this invoice from Mrs. Cleveland.

The thought has occurred to me that perhaps the bill should have been sent directly to you as the business manager, being that the order for the exhibit was placed by you. Should this be the case, I would appreciate your favoring me with a check in the amount of 75¢ so that your account may be balanced in full on our books.

Very truly yours,

SHIMA ART COMPANY, Inc.

W. Lee Comerford

Secretary

WLC:PK

722 W. Orange Street
Lakeland, Florida
May 16, 1940

Dear Mrs. Mitchell;

I know that I am late sending some money for Loreatha, but I have been ill. but much better now. I am enclosing a money Order for six dollars and a check for $15.00. I will send the balance in three days. $29.50. Hope you will let me know just when the examination will begin so I will know whether or not to wire it. My daughter will not get her check, until Monday May 20th and will send or wire it right away. Thanking you for past kindnesses I am,

Respectfully yours, Ary Glover

BONDS STOCK CERTIFICATES AND SECURITIES
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Specializing in fine Diplomas
E. A. WRIGHT COMPANY
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2545 NORTH BROAD STREET
PHILADELPHIA

May 17, 1940

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Please accept our sincere thanks for your May 13th letter enclosing check #14989.

From present indications we expect to ship the leather cases some time next week to give delivery in good time for your May 31st commencement.

Very truly yours,

E. A. WRIGHT COMPANY

S.P.Bickel-o
Manager of Department

Sen.

L. G. BALFOUR COMPANY
ATTLEBORO - - - - MASSACHUSETTS
ADDRESS REPLY TO C. S. & C. DIVISION AND GIVE NAME OF SCHOOL OR ORGANIZATION

RALPH STOUTAMIRE

BOX 145
GAINESVILLE, FLORIDA

May 18, 1940

Dear Mrs. Mitchell:

Our factory has given me an estimate which enables me to quote $1.85 on your diploma on the basis of 625. This quantity you would use and pay for as needed. And this is for the diploma complete, just like the sample shown to us, except we are confident the quality would be better. And you would have the privilege of prepaying each order so as to save transportation costs.

If this quotation is interesting, kindly so inform me on the inclosed self-addressed postal and I shall drive over within the next 10 days or two weeks in order to close the business.

Thanking you and with best wishes, I am,

Sincerely,

Ralph Stoutamire

Ralph Stoutamire

Thank him for quotation
We will not be able to consider the matter this year.

answered by postal card - May 22 '40

Donor

S. HENRY GRILLO
2566 NICHOLS AVENUE, S. E.
WASHINGTON, D. C.

May 26, 1940

Mrs. Bertha N. Mitchell
Bethune-Cookman College
Daytona Beach, Fla.

My dear Mrs. Mitchell:

Due to the circumstances beyond my control, I have had to forego two previous appeals from the school. However, when your last one arrived, although I was still "broke" I decided it was time I did something,--so, I took one of the gleaners for the school that Arabella gave me sometime ago and enclosed you find the results. It was quite a job personally contacting fifty persons but now that is over I realize that it was after all a lot of fun to do it for the Alma Mater.

I hope you forgive me for not making the May 15th dead-line as stated in your letter.

I regret that circumstances do not allow me more time for that sort of a thing.

Before going any further I want to thank you for so faithfully sending me news about my second home. Particularly, I enjoyed the newspaper on Mrs. Roosevelt's visit. Congratulations on such a magnificient affair.-- Often I meet people who now know of the school because of her visit there and her write up in "My Day".

As for myself I am still in my position as Clerk in the local post-office and not a week goes by that I do not find an opportunity to use some of the many fine things I learned at B. C. I am gradually working toward establishing an organization among my co-workers and others in the community that will afford me to carry on that good old motto "Depart to serve".

As a part of the close watch we have kept on Mrs. Bethune since her illness, I visited her one afternoon a few weeks ago.

She looked so well and so relaxed that it was hard to believe that an operation was facing her. I was very refreshing to me to see her for once to have banished all worries and dedicate to the complete rest she needed so badly. I received a letter from her yesterday and, as I am sure you know, she is rapidly recuperating. I hope that you do your part to see that she is strong enough before she tackles the great amount of work that no doubt awaits her.

In closing I want to ask you a favor. When acknowledging receipt of the money, limit its to just that and saying it in the nice way you know how to do but address it as given below--because I merely collected it. If you have time and want to say anything else to me, (I hope you do, and send me a Summer School Bulletin) do so separately and then you can enclose the other letter with mine.

With best wishes for a pleasant and successful Summer, I remain--

Yours very sincerely,

S. Henry Grillo

S. Henry Grillo

Address-

TO THE Employees of the Mailing Section
U. S. Post-Office
Washington, D. C.

P.S.
The Gleaner was hard to handle. Why not use another type of holder for the coins?

June 1, 1940

The Employees of the Mailing Section
c/o Mr. Henry Grillo
2366 Nicholas Avenue, Southeast
Washington, D. C.

Dear Friends:

May we express our sincere gratitude to you for your contribution of $5.00 to Bethune-Cookman College, through Mr. Henry Grillo. We enclose official receipt for same.

Your contribution of five dollars brings great encouragement to the College at this time. These are very strenuous days for us and your help is greatly appreciated.

We solicit your continued interest and coöperation.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Business Manager.

t
1 enclosure

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SOUTHERN BRANCH
LUCIEN HARRIS, Jr., *Manager*

May 29, 1940

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We thank you for your order of May 28th for a number of textbooks. The books are going forward to you under separate cover and should reach you promptly.

We shall be glad to furnish desk copies of the four books ordered if you will please let us know the names of the instructors who are teaching the courses. It is necessary that we have this information for our files.

Very truly yours,

THE MACMILLAN COMPANY

By: Catherine Smith

cs

Instructors

Erwin's Dress Design – Miss R C Bond

Heiss Modern Methods of Science – Miss C. L. Ford

Thorndike's Elem. Principles Ed. – Miss C L Ford

Roux Elem. French Reader – Albert G. [illegible]

Ben

L. G. BALFOUR COMPANY
ATTLEBORO - - - - MASSACHUSETTS
ADDRESS REPLY TO C. S. & C. DIVISION AND GIVE NAME OF SCHOOL OR ORGANIZATION

RALPH STOUTAMIRE
BOX 145
GAINESVILLE, FLORIDA

May 31, 1940

Mrs. Bertha L. Mitchell,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

With reference to your message of the 28th, I would like to add to my previous communication that the price quoted on your diploma was based on the hope that you would permit us to do the necessary plate work during the summer when the factory is usually not very busy. While, naturally, I would not withdraw our quotation, even though you can not accept it at this time, I am very hopeful that you may find it possible to reconsider this matter and let us do this work before school opens again in the fall.

Thanking you and with best wishes,

I am,

Sincerely,

Ralph Stoutamire

Ralph Stoutamire.

RS:rn

Doing plate work this summer
would save me personally
several dollars.

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ARTHUR M. STRONG

May 31, 1940

Miss Bertha L. Mitchell, Business Manager,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Miss Mitchell:

Thank you for sending us the name of Professor Albert Y. Landsdowne as the teacher for whom you wished a desk copy of the GRADED SPANISH READERS, Volumes One to Five in One Volume. Our records indicate we sent Professor Landsdowne a copy of this book for examination on May 2, 1940 and we are writing him today that in view of your order we shall be glad to have him accept this copy with our compliments as his desk copy.

Very truly yours,

D. C. HEATH AND COMPANY,
College Department.

mh

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STOCK EXCHANGE
REQUIREMENTS

E. A. WRIGHT COMPANY
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PHILADELPHIA

June 7, 1940

Miss Bertha L. Mitchell, Bus. Mgr.
Bethune-Cookman College
Daytona Beach
Florida

Dear Miss Mitchell:

Referring to that part of your letter of June 4th regarding medal, we have taken the liberty of referring this matter to

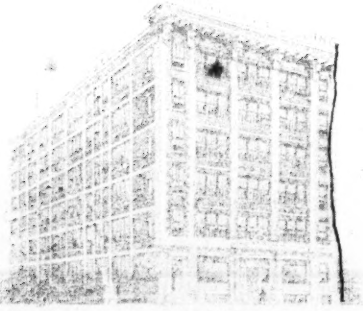
Hoover & Smith Company, Jewelers
726 Chestnut Street
Philadelphia, Pa.

They specialize in this kind of work and we are quite sure can offer a proposition that will be of interest.

Very truly yours

E. A. WRIGHT COMPANY
Herbert Kohl
Manager of Department

H.Kohl-1



PHILADELPHIA · NEW YORK · CHICAGO · DETROIT · BOSTON

File

827 5th St.
West Palm Beach, Fla.

June 9, 1940

My Dear Mrs. Mitchell:

I am indeed glad to know that President Bethune is up and able to began her work again. Thanks most kindly for her address I will send a letter of gratitude to her.

To you, Mrs. Mitchell, I wish to express my appreciation for being so kind, considerate and patient with me. Your kindness I shall never forget. I am still keeping in touch with Miss Brown, another that I will always remember.

Inclose you will find the Check properly endorsed.

I thank you kindly.

Very gratefully yours,

Angenora J. Goodman

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
49 WEST DUVAL STREET
JACKSONVILLE, FLORIDA

ROY SCHRODER
STATE ADMINISTRATOR

June 10, 1940

Bertha L. Mitchell,
Secretary-Business Manager,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Bertha Mitchell:

Your letter of June 5th, received and we regret to inform you at the present time Daisy Dimitry is conducting classes in Daytona Beach and her time is completely taken up until the 21st of June. I wonder if it would be possible for you to contact Daisy Dimitry and arrange for combined classes at this time or if you had rather wait until a later date.

We are anxious to help you in every way possible. Please let us hear from you at an early date what arrangements you have made.

Sincerely,

Eunice V. Wamsley.
EUNICE V. WAMSLEY-AREA SUPERVISOR

EW/d

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IN CHARGE OF ALL TRADE DEPARTMENTS
A. H. NELSON, VICE PRESIDENT
IN CHARGE OF ALL EDUCATIONAL DEPARTMENTS

June 12th, 1940

Bethune-Cookman College
Daytona Beach
Florida

Gentlemen:- Attn: Miss B.L.Mitchell, Business Mgr.

We have received your letter of June 5th and have also received a notice from the Post Office advising that they are holding our C.O.D. package #075311, which contains the 21 Heiss: MODERN METHODS AND MATERIALS FOR TEACHING SCIENCE and two Thorndike-Gates: ELEMENTARY PRINCIPLES OF EDUCATION recently ordered by you. We are requesting the Post Office to hold the package until June 24th and trust that this will give you an opportunity to arrange for delivery.

Very truly yours,
THE MACMILLAN COMPANY
Florence Taylor
Claim Department

FLT:HRJ

BOSTON
NEW YORK
ATLANTA

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SAN FRANCISCO
DALLAS

SOUTHERN BRANCH
LUCIEN HARRIS, JR., *Manager*

Receipt No. 6784

General

Day Book

June 27, 1940

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We are enclosing our check A-7826 for $33.60 representing credit balance on your account.

Yours very truly

THE MACMILLAN COMPANY

Robert S. W[illegible]

Accounts Department

RSW:FB

Refund
Text book
Purchases

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2545 NORTH BROAD STREET
PHILADELPHIA

June 29, 1940

Check Sent 7-11-40

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Thank you for your Purchase Order No. 1013 and the list of names attached thereto for the furnishing of diplomas and cases to be dated July 20, 1940.

In compliance with your request, we are glad to enclose an invoice covering this order and a check at your convenience will be appreciated. This will enable us to make shipment upon completion of the work without delay.

Thank you for your reply.

Very truly yours

E. A. WRIGHT COMPANY

Manager of Department

S.P.Bickel-l
enc.

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384 Forrest Ave. N.E.
Atlanta, Ga.

Referred to:
Miss Williams

July 3,1940

Bethune-Cookman College
Daytona Beach,Fla.

Gentlemen: Att: Miss Bertha L.Mitchell-Bus.Mgr.

We have your letter of July 1, regarding your c.o.d. order mailed you on June 25th.

We wish to advise that all of these items were packed in one carton, and our shipping clerk is positive that these two items were in the carton when it left this office.

Please re-check this if possible and let us hear from you.

Yours very truly,

MILTON BRADLEY CO. OF GA.INC.
CHAS.GOODMAN,PRESIDENT.

FHM-mc.

F.H.Maier

2 Doz brushes received
but not Japanese brushes

Pastel Color
2 Doz Board - Asst Colors,
not received

AMERICAN TEACHERS ASSOCIATION

Membership Card

Faculty

$1.00 THIS CERTIFIES THAT $1.00

Mrs. Bertha L. Mitchell

is an ACTIVE MEMBER of The American Teachers Association. Dues are paid in full for the Association year 1940-41

C. L. Davis — President

H. Councill Trenholm — Executive Sec'y

American Teachers Association

No. 3850

July 7 1940

Received of Mrs. Bertha L. Mitchell

One and 00/100 Dollars

Bethune-Cookman College, Daytona Beach, Fla.

Dues for 1940-41

Amount Paid $1.00

Balance Due $

H Councill Trenholm

per WKB

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Atlantic City, N. J.

July 7, 1940

Mrs. Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Co-worker:

Please find enclosed your 1940-41 membership card which will identify you as a member of the American Teachers Association for the current year. Your membership fee of $1.00 has been received and properly entered, as you will note from the enclosed receipt.

We are very pleased to have you as a member of the American Teachers Association for this association year of 1940-41 which begins on August 1 with the close of our 1940 session to be held at Arkansas State A. M. & N. College at Pine Bluff July 23-26. The memberships are entered for the "association year" in which they are received.

We are pleased to report that the prospects are quite favorable for a good year for the American Teachers Association. The initial responses in the various states are rather encouraging. We do hope particularly that we can build a membership that should represent at least ten percent of the teachers of Negro children in America. Our achievement of a membership of 6,000 for 1939-40 will exceed considerably the membership figure of this past year. We will appreciate your interest and your assistance in encouraging your co-workers in your school, your system, and your State to join with you this year in membership in the American Teachers Association.

We hope to keep you informed during the year of the efforts and activities of the Association. Some articles are being contributed to the various State Association Journals. Some other information will be available through the general press. Through cooperation of several of our colleges, we hope to publish four issues of THE BULLETIN on a bi-monthly basis between January and the date of the 1940 session.

Yours very truly,

H. Councill Trenholm

H. Councill Trenholm

HCT:S

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TAGS
TICKETS
WEDDING AN
INVITATION

General

July 8, 1940

Bethune-Cookman College
Miss Bertha L. Mitchell, Business Manager
Daytona Beach, Florida

Dear Miss Mitchell:

Acknowledgment is made of receipt of your letter of July 5th regarding ten copies Study Aid to Barnes' History of Western Civilization, Volume Two, which you wish to return for credit; due to the fact that you are unable to dispose of them to students attending the Summer School.

Under ordinary circumstances, we would promptly say let them come forward and we will refund your money but, - we are now going through the process of re-organization and cannot be sure as to the procedure under a new set-up. However, we would suggest that you return the ten copies Volume Two of Study Aid and we will issue Credit Memorandum in your favor. This Credit Memo may then be used the same as cash on account of any future charges made against your institution.

We hope this arrangement will be entirely satisfactory to you.

Very truly yours,

Mc

THE STANDARD PRINTING COMPANY

Publication Department

Return
10- Study Aid

OK
AMB, Jr.

Answered

CHICAGO
ATLANTA
DALLAS
NEW YORK

SCOTT, FORESMAN
AND COMPANY
Educational Publishers

29 Pryor Street, N.E.
ATLANTA, GEORGIA

July 10, 1940

Return

2 - Writing Good English
15 - [illegible]
4 - Willard-Bryan Algebra

Miss Bertha L. Mitchell, Bus. Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

If the books of our publication mentioned in your letter of July 8 are unmarked and in fresh salable condition, they may be returned to us for credit on your account.

As soon as the books are received and the details connected with the matter can be completed, a credit memorandum will be mailed to you.

Very truly yours,

SCOTT, FORESMAN AND COMPANY

ZPB-

OK.
AmB. Jr.

BOSTON · NEW YORK · CHICAGO
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SAN FRANCISCO

HOUGHTON MIFFLIN COMPANY
39 HARRIS STREET N.E., ATLANTA

EDUCATIONAL
DEPARTMENT

July 12, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

In reply to your letter of June 7th, we are willing to extend you credit in the amount of $100.00. This may not be sufficient to take care of your needs this fall, but since we carry a complete stock of books in Atlanta and can make prompt delivery from this office, we would suggest that you buy a small stock of the books that you will need for the opening of school, and then just as soon as those books are sold and you can estimate fairly accurately your additional needs, send us a check paying the first invoice, and place an order for your additional books. In this way you can cause your $100.00 credit with us to act as a revolving fund.

We hope that you plan to keep your bookstore account separately from your regular tuition fees so that the publisher's account may be paid promptly and then at the end of the year, after all publishers have been paid and incidental and running expenses taken care of, the profit derived therefrom can be diverted to your general fund. We have made this suggestion to one or two other colleges and it has worked out very satisfactorily, both to the publisher and to the school. Our regular terms are thirty days, and if your account is taken care of promptly, we shall be glad to give you a higher credit rating.

Very truly yours,
HOUGHTON MIFFLIN COMPANY
Wheeler Simmons
Wheeler Simmons,
Manager

WS/m

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Gen.

BONDS STOCK CERTIFICATES AND SECURITIES
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E. A. WRIGHT COMPANY
ESTABLISHED 1872
ENGRAVERS · PRINTERS · LITHOGRAPHERS
2545 NORTH BROAD STREET
PHILADELPHIA

July 15, 1940

Miss Bertha L. Mitchell, Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We wish to acknowledge receipt of your July 12th letter, and are sincerely sorry that a misunderstanding regarding your order caused shipment of it on a C.O.D. basis.

Your account is being credited with $1.19, representing one half of the cost of the C.O.D. transportation charges, and we ask that you take credit for this amount when paying your next invoice.

We hope that this adjustment will meet with your approval and assure you of our continued efforts to handle your orders in accordance with your wishes.

Very truly yours,

E. A. WRIGHT COMPANY

Manager of Department

S.P.Bickel-z
Air Mail

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ALL MAKES
Bought - Sold
Rented - Repaired

August 10th,1940

Mrs. Bertha Mitchell,
c/o Bethune Cookman College,
Daytona Beach, Florida.

Dear Mrs. Mitchell:

With further reference to our conversation concerning carbon paper we are attaching a few sample sheets of carbon furnished us by one of the manufacturers that we represent down here. We asked them to duplicate the weight and quality of the carbon sheets that you have been using, they suggest the grade carbon we are attaching. Frankly it looks like mighty good carbon to us and if you'll try these sheets and see what you think about them we'll appreciate it. This factory is one of the largest and oldest in American and we have handled many hundreds of dollars worth of carbons and ribbons from them and our customer like the products.

They are willing to make us a special price in order to get your business on this item at this time. The price being $ 18.00 per dozen boxes of this grade carbon, delivered Daytona Beach. This is better than 40% under what you have been paying for similiar carbon. I think that you have been paying $ 30.60 per dozen boxes for the carbon now used. After looking over the samples I frankly beleive that this savigg will well worth while on this item.

If for any reason this carbon is not entirely satisfactory it may be returned and we will replace it or return your money at any time. In other wordws it is guaranteed unconditionally.

If you'd like for us to have this item sent to you use the enclosed envelope and we will have the factory ship it direct to you within the next few days.

With kindest regards,

Cordially yours,

Geo.L.Stuart.

gls/s

enc

CENTRAL FLORIDA'S LARGEST DISTRIBUTORS OF OFFICE MACHINES

Faculty

August 19, 1940

My dear Lovey,

I am enclosing a letter from Dr. Holmes. You may look over it carefully and note his suggestions.

Everything is moving along very well here. Mr. Lanier is leaving my offices in Washington on the first of September. I hate so badly to see him go at a time like this. I am planning to be in my offices in Washington around the 28th or 29th of this month. I may go up and come back for the completion of the program here.

I hope you are taking this time to rest and sleep. I do not want you to read too much. Let your mind and body rest. I am still feeling better.

We had Ben to dinner today, Sunday, and he enjoyed it very much. He and little Albert have gone over to Orlando to see his mother.

Loads of love and a big hug for Marcia. Give my regards to your Mother and Father.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Faculty

420 West 147 Street
New York City,N.Y.
Sept.15,1940.

Mrs. Bertha Mitchell,
Business Manager,
Bethune Cookman College,
Daytona Beach,Florida.

My dear Mrs. Mitchell:

Now that the North wind has begun to blow,naturally a "Gator" thoughts turn Southward ,same as in this case,in other words I am headed home to the "Land of Sunshine and Flowers".

But in heading home I am bringing home someone else with me-yes, you have guessed it,I am bringing home a wife and a lovely one too.

So as the moving finger writes,I am coming closer to the object of this missive.You see Mrs. Mitchell I have done so many things on the negative side of life's ledger that I have come to the e end of the sheet,to be exact,I am marrying a swell girl and I love her.Next,I want to settle down and make her and my family proud of my existence.Now I know you are thinking of what's all this means to you.Well here it is;

If you knew of a person who believes he has the qualifications to fit into your Institution ,as a cog in a wheel,and has the courage to admit his shortcomings and weakness in the past but has seen his mistakes and is positive that he has mastered his weaknesses,wouldn't you be willing to give that fellow an opportunity to prove himself? Yes,I believe you would that is why I am writing to you begging of you to give me an opportunity to prove to my family and to my future wife that I will and can make a man of my so far ill-fated life.

I sincerely believe that Bethune Cookman College could use the services of an efficient Publicity and Promotional Director. Because of my experience as a newspaperman,former supervisor of Federal Writers' Project,President-Emeritus of Fla.State High School Athletic Association,teacher and coach of one of the leading high schools in the state;I sincerely believe that I can successfully fullfil the duties of such a position.

Digesting the contents of this letter you can readily see that I want and need a job-a job of any kind that will enable me to support my wife and return me back to the level of respectability of which I have waned from during the past few years.

I asking you Mrs. Mitchell,not solely as Business Manager of Bethune Cookman College,but as a "friend" to please give this letter and request your kindiest consideration and rational deliberation.

In the event that there is no positions opened on your staff for the ensuing term, will you ask your husband,"Ben" if there is a position of any kind opened at the Project,yes,any kind...

With the very best of regards to "Ben" and your charming daughter and hoping that all of you are enjoying the very best of health and prosperity.

Respectfully yours,

Sam Johnson
420 West 147 Street,
New York City,N.Y.

P.S. Bill Simpson and I are rooming together-Bill does the cooking and I do the house cleaning.......Some combination,huh!!! He says to tell margie to keep sweet for him also sends his regards to "Ben" and you.

Del/Dev.

4012 — 37th Street
Tampa, Florida
September 14, 1940

Mrs. B. L. Mitchell
Bethune Cookman College
Daytona Beach, Florida

Dear Mrs. Mitchell

I received your letter of recent date and its' contents were well noted. I appreciate the varied forms of aid that you extended to me. After concentrating carefully on each of them I deeply regret that I found neither of them consistent with my needs.

It was my desire to have entered as a regular student. It would have been possible if one of those student aid scholarships could have been obtained. I was certain that this was possible as my application was in before the closing of the last term.

I am grateful to you and Mr. Saxon for the interest that has been shown in this matter

Yours truly
Walter R. Bryant

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L. J. LUCAS, SECRETARY
R. M. BRETT, TREASURER

Mrs Lancaster
Please
advise

September 20, 1940

Miss Bertha L. Mitchell
Business Manager
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We have your Purchase Order for the ENCYCLOPEDIA OF THE SOCIAL SCIENCES. I notice however that you ask for a second-hand set if we have one. You may be interested to know that we have a popular edition in eight volumes for $45.00. This set is exactly the same as the fifteen volume edition except that it is printed on thinner paper with two volumes bound together.

We have looked up your credit and find that you have $46.16 on our books. The price of the popular edition, less your library discount, would be more than covered by this credit. Will you please let me know if this will be a satisfactory arrangement to you?

Yours sincerely,

Dorothy Gies

Dorothy Gies
Library Department

DG/hed

Gen

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MISCELLANEOUS

September 27, 1940

6.40
5.00
27.24
38.64

50
38.34
11.66

Miss Bertha L. Mitchell, Secty.-Treas.
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

We received your letter of August 21 advising us that you would be through with the floor machine loaned you by September 16. We would appreciate your advising us if you are through with this machine and if you are, having it returned to us at your earliest convenience.

We do not want to rush you but since we have promised machines to several colleges, we would like to have it as soon as you are through with it.

With every good wish, we are

Yours very truly,

PURITAN CHEMICAL COMPANY

L. Stanley

L. STANLEY
SECRETARY

LS:ST

1348 W. Fifth St.,
Jacksonville, Fla
Oct. 8, 1940

Mrs. Bertha L. Mitchell.
Secretary-Treasurer,
Bethune-Cookman College,
Daytona-Beach, Fla.

Dear Mrs. Mitchell:

Receipt of your letter of Oct. 2, with enclosure of receipt #1937 covering check reported through Mr. Hacker at our District Conference is herewith acknowledged.

I am handing you herewith a list of the charges for which I should like to receive vouchers for the pastors who will present them to our Conference Treasurer.

Thanks for your kind invitation to visit the College which I shall do at my earliest convenience.

With best wishes for continued success in the work of the College, I am

Very cordially,

S. P. Rutledge

PHONES: { 3-3120
3-3129

THE STANDARD WHOLESALE GROCERY CO.
IMPORTERS AND WHOLESALERS OF FOOD PRODUCTS
139-169 N. E. 10TH ST.

MIAMI, FLA.

Gen.

October 22, 1940

Bethune-Cookman College
Daytona Beach, Florida

Attention: Mrs. Bertha L. Mitchell

Dear Mrs. Mitchell:

Your letter of October 21st has been received and in reply wish to apologize for making a mistake in shipping the Apple Butter after receiving cancellation on this item. The other two items referred to in your letter, Sliced Pineapple and Prepared Prunes have not been shipped and same are herewith cancelled. However, if you have cancelled these items on account of price please be advised that your contract reads, "Price guaranteed against decline" and naturally, you would have been protected.

The price did decline on all three items and if you wish these items shipped the price mentioned below will take effect:

#10 Red Banner Apple Butter	$5.25 a dozen
#10 Sliced Pineapple	$7.50 a dozen
#10 Prepared Prunes	$5.85 a dozen

Will you be kind enough to let us know your wishes.

The balance of your order, namely #5 Tuna Flakes, #5 Pink Salmon and #10 Bartlett Pears will be shipped to you as soon as new merchandise arrives, which we expect in a few days.

Thanking you for past courtesies, we are

Very truly yours,
STANDARD WHOLESALE GROCERY CO.

By O. L. Kab

OLK:mr

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INCORPORATED UNDER THE LAWS OF FLORIDA

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P. O. BOX 660
JACKSONVILLE, FLORIDA

Faculty

November 11, 1940

Miss Bertha L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

I am returning a note for two-thousand dollars which you will please sign on the top line under Bethune-Cookman College, as secretary and return to me at once so that I can dispatch this matter at the bank for the college.

It should be signed by Mrs. Bethune, but since I have been unable to locate her and the note is now several days past due, I think I can arrange with the bank if you will sign it as secretary.

Very truly yours,

A. L. Lewis

A. L. LEWIS

ALL/jw

Gen

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HILLYER C. KING
SOUTHERN DISTRICT MANAGER
BOX 377
ATHENS, GA.

November 16th.1940.

Miss Bertha Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Mitchell:

Thank you for the estimate sent the firm for the diplomas.

It is a pleasure to handle your order and if there is any service that I can render, let me know.

Very truly yours,

H. C. King

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COLLEGE DEPARTMENT

29 Pryor Street, N.E.
ATLANTA, GEORGIA

Mrs. [illegible] —
Please investigate
B

November 28, 1940

Miss Bertha L. Mitchell, Secretary
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Miss Mitchell:

The use of our WRITING GOOD ENGLISH at Bethune-Cookman College as well as the use of others of our publications there is appreciated, we assure you, and it is our earnest wish to cooperate with the school personnel in every way we can.

With regard to your request received this morning for desk copies of this book for Miss Jackson and Mr. Lansdowne may we ask if these copies are needed in addition to the copies of the Teacher's Edition sent to Dean Bond on November 4 and September 16? It just occurs to us that Dean Bond may have requested one of these copies for one of these instructors.

Please let us know about this and just as soon as we hear from you your request will have our immediate attention. We are enclosing a no-postage envelope for your use in writing us.

Sincerely yours,

MEB:B

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M. E. Baker